

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES 11.16.22

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412
Time: 7:05 PM meeting called to order

Board Members Present: Melinda Cummings, Renae Harris, Kate Medero, Pamela Thigpen, Whitney Wilson, Nicole Smith via Zoom, Jeremy Linquist, Emily Elmore, Michael Davenport joined the meeting at 7:20pm

Not in attendance: Miranda Brothers

Staff in attendance: Alicia Rheel, Carrie Dworshak, Brian Corrigan

Guest: none

Eric Jelinski started the meeting by reading the Mission Statement:

IMS MISSION STATEMENT

The mission of Island Montessori Charter School is to enable children of diverse backgrounds to learn and grow at their own pace by offering a developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

2 Minute Visitor Comments:

No visitors in attendance

FSA update from Alicia:

- Book Fair is going on
- Tinted Turtle Trot is up and seeking sponsors
- Holiday Bazaar is December 4th, all spots for the booths are sold out
- Second Chance Prom \$75 ticket, includes heavy apps/desserts and beer and wine 7-10pm at Iron Clad Brewery

Meeting Agenda:

Jill Davenport made a motion to approve the agenda. Melinda Cummings seconded the motion. Vote held and passed unanimously.

Previous Minutes:

Eric Jelinski made a motion to approve the October meeting minute with the changes Jill Davenport had suggested. Jeremy Linquist seconded the motion. Vote was held and passed unanimously.

Communications Director Update (Blair):

- Weekly Snapshots are being sent out and uploaded each Friday to the website.
- I have paused from sending Everbridge messages that relate to FSA events and hopefully that has seemed to help with the amount that parents have been receiving.

Service Learning

- 8th Year Program
 - We've had an awesome few weeks volunteering with Foster Pantry, Rise Up and Skywatch! Groups are fantastic this year and really connecting with their locations.
 - Reflections have been great and the timing of trips for students has worked out well.
- [Saturday Serves](#)
 - Our most recent Saturday Serve was helping in the food pantry at First Fruit Ministries. This event was targeted towards our 5th - 8th grade families. We had 13 students and parents to join for an incredible day of volunteering in our community. I had two different parents express how much they enjoyed it and would want to do it again. Makes it worthwhile!
 - Our next Saturday Serve is in February for Skywatch that will consist of half the group receiving a presentation from them about their birds and what they do and the other half will be working with volunteers (hoping the Skywatch 8th grade students) to create DIY Birdfeeders - then groups will switch. We currently have 43 parents/students signed up for that event.
 - DIY Birdfeeders & Skywatch Presentation - February 4th
 - Global Youths Service Week - TBD
- November Awareness
 - This month students wrote thank you cards to local veterans and first responders. These cards were shared with Cape Fear Volunteer Center who placed one in lunches that were shared out into the community on Veterans Day.
- Good Shepherd
 - They reached out about ways that classrooms can help this fall/winter season. At the last team meeting I shared these ideas with lead teachers and encouraged them to have their upper class students take the lead with a class project if they wanted to give back. I plan to check in with teachers this month to see if they have selected a project.

Youth Service America Grant

- There is an idea in the works that I will share with the board once we have all parties on board, but it would involve partnering with Rise Up and Foster Pantry and the students who attend those locations helping. Stay tuned for more details! Super exciting - even if we are not awarded the grant, it's a great project that I hope we can make work!

Diversity committee:

Committee has met and has a draft of that portion of the strategic plan for students, board, and staff. Melinda would like all the board members to get into the board folder and read the document and make comments for editing.

Fundraising Update: None

Academic Update (Alicia gave update tonight):

Alicia will share her presentation with us at the January meeting. Jeremy is going to be the new board representation on the Academic committee.

HOS Report (Alicia Rheel):

The following information is provided to the Board of Directors:

Enrollment

| Grade Level | Active Enrollment |
|--------------|-------------------|
| Kindergarten | 27 |
| 1- Grade | 25 |
| 2- Grade | 25 |
| 3- Grade | 24 |
| 4- Grade | 23 |
| 5- Grade | 24 |
| 6- Grade | 24 |
| 7- Grade | 22 |
| 8- Grade | 20 |
| Total | 214 |
| | |
| | |

Student Discipline Report

School Discipline Goal: Make all consequences a learning moment!

| Month | In School Suspension # students / # days | Out of School Suspension # students / # days | Incident reports to office Major/minor |
|-----------|---|---|---|
| August | 0 | 0 | 0 |
| September | 0 | 0 | 0 |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |

Important Dates:

- School Closed November 23 - 28th for all students
Teacher workday Monday November 28th

Updates on Goals/Issues for Discussion

Data for Reporting/Discussion

1. *Academic Achievement*

Goals for the 2022/2023 School Year

- Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations
- Create and set expectations for collaboration amongst team levels (vertical planning)
- Define and strengthen core reading for all grade levels to align with Montessori and State standards.
- Strengthen all aspects of math, specifically for staff and students in Upper Elementary and Middle School
- Improve school-wide MTSS process around progress monitoring, observations, and quantifiable data.

1. *Mission-Based Program and School Improvement Initiatives Updates*

- Vertical Planning
- Transition Checklists reviewed by lead teachers, final edits suggested
 - [Primary to LE](#)
 - [LE to UE](#)
 - [UE to MS](#)

- Beginning to work on developing a 3-year cultural cycle for whole school
- The primary team met with Steve to talk about lessons / support etc

Whole School Academic-Based Celebrations

- Land Acknowledgement, 11/14
- Winter Celebration Parade 12/15

Other Happenings:

- Working with specials teachers on updating report card

1. *Communications Update*

- See notes from Blair under communications agenda item

1. *Marketing Update*

- *Posters handed out to each board member. Google Sheet created to share where posters are being displayed.*

1. Facility Update

- roof leak at Children's School was taken care of

1. Compliance Reporting

- All required reports are being submitted

1. HR/Policies & Procedures Update

- [calendar creation](#) of policy reviews, updates, and committees
- dress code

1. Professional Development

- Alicia is a part of a Equity Fellowship with the state. Monthly meetings around a variety of topics and support to build equity in schools.
- Montessori training for TAs and new staff has begun
- Ms. Blair will be attending a Service Learning Conference in April.

1. Strategic Plan Update

- Data collection will begin in November and December
- Rough Draft will be created in January with the hope of first read to the Board in February.

1. IT Update

- John is helping with teacher needs.

1. EC Update

- *Current headcount is 49.*

1. Nutrition/Lunch Program Update

- Lunch program has vendors for all 5 days
- We currently have 29 students that are qualified and ordering free/reduced lunches.

1. After School Program Update

- Alphabest is running well. They have a larger number of students signed up this year. They are planning a winter break program. Any student from IMS is welcome to sign up. Their location will be at another school.

Financial Report (Treasurer's Report – Kate Medero):

November Bank numbers:

\$324,557.15 United Bank (Main Account)

\$255,273.73 Live Oak Bank

\$250,296.57 NBKC

\$250,000 Truist

Discussion on lunch program options by partnering with the county. Jill Davenport made a motion to move forward with partnering with the county schools to help with this under a feasible time frame that Alicia and Brian will work out. Eric Jelinski seconded the motion. Vote was held and passed unanimously.

Nicole Smith, Jeremy Linquist, Renae Harris, Pamela Thigpen, Kate Medero and Jill Davenport continue to meet to discuss options they are working on to support the lunch program financially.

Discussion on investing some of the school funds so that interest can be earned on the money the school has in savings while interest rates are performing better than past few years. Michael Davenport and Brian Corrigan have met with an investment firm that specializes in helping nonprofits. The contract will be presented to the board in January.

Board entered closed session at 8pm to discuss staff pay.

Board came out of closed session at 8:20pm.

Eric Jelinski made motion to have Alicia do bonus to all staff in December, Michael Davenport seconded the motion. Vote was held. Kate Medero abstained from the vote. Whitney Wilson and Melinda Cummings voted no. The motion passes with 7 in favor.

OLD BUSINESS/NEW BUSINESS:

Old Business:

Dress code policy review updates:

Alicia Rheel drafted an updated dress code policy. The policy was read to the board. Jill Davenport made motion to approve and Renae Harris seconded the motion. Vote was held and unanimously passed.

Melinda Cummings made motion to add Whitney Wilson and Nicole Smith to the executive committee as the upcoming leadership. Jill Davenport seconded the motion. Vote was held and passed unanimously.

New Business:

Melinda Cummings gave shout out to Kate, Nicole, Whitney, and Emily because they have stepped up on the leadership committee and have been working very hard this semester and chose to meet again a few more times in December rather than skipping a month.

Children's School is still looking to add a few new members and has put out an application on the website. Will continue to try to advocate for non-parents to be added to the board, general community members are welcome to apply.

There will be no meeting in December for Children's School and Charter School.

Alicia Rheel shared that December 13th is a staff meeting day and that the IMS Board could have a meet and greet with the board and staff at 3:30pm, more plans for that will be forthcoming. Also, in January will also do a walk through with Carrie and Alicia and then Board members can sign up for observations in classrooms in February.

Eric Jelinski made a motion to adjourn the meeting, seconded by Jeremy Linquist. Vote was held and unanimously approved. Meeting was adjourned at 8:47 pm.

REMINDERS:

- Next Executive meeting is Friday, January 13th at 9:30 a.m. via Zoom
- Next Meeting – Wednesday, January 18th at 7:00 p.m