

# ISLAND MONTESSORI CHARTER SCHOOL

## BOARD OF DIRECTORS MEETING MINUTES

10.20.21

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412

Time: 7:15 PM

Board Members Present: Melinda, Eric, Kari, Renae, Miranda, Pamela, Whitney, Nicole, Michael

Jeremy is attending remotely

Staff in attendance: Alicia, Carrie. Susan and Blair are attending remotely.

Miranda 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 Liaison (Kari):**

- Shirt orders are being sent out
- The Alt fundraiser brought in almost \$4500 towards FSA's goal of raising \$15k for the multipurpose room
- Teacher grants have been processed for many items including garden boxes for Ms. Emily and Ms. Lisa, art supplies for Ms. Elizabeth, binoculars for Ms. Tara, earbuds for Ms. Wanda, cursive boards for Ms. Wendy, and more.
- FSA's new shirt vendor (suggested by Ms. Blair), Beach Vibe Creative Works, is donating a screen printing press to Ms. Elizabeth and the art room - FSA will be funding shirts and ink for the service learning team to print their own shirts as Ms. Blair's teacher grant.
- Fall Festival is November 4. There will be a food truck and many different activities for families to do. Seven teachers signed up to participate in the pie in the face, and this money will go towards teacher grants.
- The winning T3 logo will be unveiled at the Fall Festival and early bird registration will be open on site. There are already four committed sponsors for the race: Michael Davenport Law, Good Hops, Renae Harris - Alpha Mortgage, and Slice of Life. FSA is still seeking committee members for T3.
- The Book Fair is taking place in November.
- Take Out Night will begin in November with Papa Murphy's (donating 25% back to the school).
- The Holiday Bazaar will occur in December. There are already seven vendors registered, and FSA is seeking help with encouraging vendors to apply and people to shop.
- FSA will also host a teacher luncheon the last week before break.

### **Meeting Agenda:**

Melinda motioned to approve the meeting agenda, seconded by Kari seconded the motion. The motion to approve the meeting agenda was unanimously approved by the board.

### **Previous Minutes:**

Melinda motioned to approve the previous months minutes inclusive of the suggested edits, Michael seconded. Unanimously approved.

Melinda made a motion to vote on to add the new board members: Whitney Wilson, Jeremy Linqvist, Nicole Smith, and Pamela Thigpen. The term will run through July 2024. Eric seconded the motion. The vote was held unanimously in the affirmative.

### **Communications Director Update (Blair):**

#### Service learning happenings:

##### Peace Garden

- Upper Elementary students worked together to create a Peace Garden for the circle driveway.
- Families were very supportive with donations for the garden space

##### Beach Sweeps

- The two Friday's following the Thursday night fireworks a small group of 7th graders helped with a Beach Sweep

##### Community Connection

- Zoom with DREAMS of Wilmington for a possible mural installation project and/or other connections for the future.

##### Passion Projects

- Working with a small group of students on a Passion Project about an organization they would like to raise awareness and donations for - Skywatch Bird Rescue
  - The students are responsible for the creation of promotional materials
  - Students visited the site to learn about the organization's needs and we have stopped by two local businesses to ask about hosting a donation box.
  - Their drive will take place at off campus sites from Nov. 5th - 19th

##### 8th Year Service Learning

- Started this month with students visiting weekly for Skywatch Bird Rescue and Rise Up Community Farms/Vigilant Hope

##### Other Service Learning Connections for 7th/8th

- Opportunities with:
  - Cape Fear River Watch
  - Cape Fear Museum Park
  - Airlie Gardens
  - Foster Pantry
  - WARM
  - Paws4People

##### School Wide Donation Drive

- NourishNC spoke with our Middle School on their organization and needs
- Classes received presentations from MS students about our school drive
- Drive will last until Fall Festival
- Middle School will have a booth at Fall Festival where families can volunteer to help pack a few 'Snack Packs' for NourishNC
- Small group of Middle School students will accompany me to make the drop off to NourishNC

#### Alumni Updates

- Working with [Eva Grayson Davenport](#) on editing the Alumni page on the website
- Alumni held a social at the Carolina Beach Boardwalk and arcade to catch up and find ways to be involved more at IMS
- 12 former students attended the event
- They are interested in volunteering at future events, seeing their former teachers, socials, and being part of an alumni panel with middle school students.

#### Website

- New board members' information that I received has been added to the site - not sure if all new board members have been shared with me yet though?
- Easier navigation for drop down menu items on the website
- Service Learning has a tab and the image directs you to the website
- I rearranged the menu tabs as well to move the 'About' section after the 'Home' tab
- Per a parent suggestion, I have created a [whole page for all monthly newsletters](#) from Head of School, Academic Blog and FSA

#### **Covid Update/Reopening:**

Face Covering Policy presented by Alicia per mandate that the board vote on it every month. Renae motioned to accept policy and Miranda seconded. Unanimously approved. This has been added to our Covid handbook. Alicia works closely with NHC DHHS as needed. Quarantine google classroom for students in quarantine overseen by Susan. Eric brought up for discussion that in early November there will likely be NHC discussion on the county mask policy. Alicia contributed that the data seems to support the mitigation efforts that our school is following as a contributing factor for keeping the infection rate so low (non-existent). The board will continue to revisit the mask every month.

There have been no positive cases directly related to the school. There have been exposures outside of school but there are not specific covid concerns right now.

**Diversity committee:** Melinda gave an update on the committee, the first meeting established getting trust, second meeting was about the school/classroom and incidents of things that have happened in their life. The goal is to bring more diversity to the school and classroom.

Sally, Yvonne, Susan, Alicia, Blaire, Emily from EC, Latoya and Melinda make up the committee.

**Marketing Update:** None

**Fundraising Update:** None

**Academic Update (Susan):**

Update on the Curriculum that was purchased for training teacher assistants and specials teachers. The Facilitator for Children’s School will be Carrie and Susan will be facilitator for the Charter School. The training will take 6-8 weeks and will be completed before winter break.

**HOS Report (Alicia):**

The following information is provided to the Board of Directors:

**Enrollment**

Grade Level	Active Enrollment
Kindergarten	27
1 <sup>st</sup> Grade	25
2 <sup>nd</sup> Grade	23
3 <sup>rd</sup> Grade	24
4 <sup>th</sup> Grade	24
5 <sup>th</sup> Grade	24
6 <sup>th</sup> Grade	24
7 <sup>th</sup> Grade	17
8 <sup>th</sup> Grade	18
<b>Total</b>	<b>206</b>

**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	0	0	0
November			
December			
January			
February			
March			
April			
May			

**Important Dates:**

- October 28 - Fall Festival

- November 1 - Parent Conferences
- November 11 - Veterans day - no school

## Updates on Goals/Issues for Discussion

### Data for Reporting/Discussion

#### 1. *Academic Achievement*

##### *Goals for the 2021/2022 School Year*

- *Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations*
- *Strengthen Montessori philosophy and practice in the classroom and our whole school environment*
- *Strengthen all aspects of reading, specifically for staff and students K - 3*
- *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*

- Charter Renewal Update; Webinar was October 20th. Webinar went over the process of the renewal. I will share the slides and the recording when it is sent to me. We will need to submit our self study through Epicenter by November 25th.. The Academic Committee reviewed their level's review of the mission statement for self-study. Board reflections, administration reflections, and parent committee reflections are due Friday 10/22. Full Self Study is due December 1st. The Academic Committee will do a full read through November 8th. Board can do a final read through November 17th and then will send it for submission to DPI.
- Teachers are continuing with submitting their lesson maps and while they are working through a process that works best for them, they are planning and reflecting which will strengthen their practices in their classroom environments. Reflections have been great to read and help with school climate
- Intervention groups are up and going. MTSS meetings are focusing on data from EOGs and MAP. Teachers are working closely with Judie to get students into progress monitoring. It is a process and a time commitment for our teachers. COVID has definitely shown more need for students with interventions to support their learning loss.

#### 1. *COVID Update*

- Numbers are fluctuating up and down daily. IMS continues to work with NHC DHHS as well as follow recommendations set in the NC School Toolkit.
- The state is requiring a face covering policy be approved by the board and reviewed each month. The powerpoint shared with the Board earlier this month showed the statewide data and the positive effect of mitigating measures in schools.
- Quarantine Google Classroom is set up for students to be enrolled as needed. The overall classroom is run by Susan with the ability for families to connect as needed and students to have choice while home.

#### 1. *Communications Update*

- See above for the update from Blaire

#### 1. *Marketing Update*

- *Designing of posters and dates for Parent information sessions has begun. We plan to have posters made at the end of November to be posted around town in December.*

**1. Facility Update**

- A lot of extermination is needed recently. Working with a company to treat our campus for fire ants.
- There have been a few repairs from the few days of rain that caused some leaks in UE and in the EC/testing office.
- Jon and John are working on the smart boards that have been donated. While we are excited about the new technology, there are other purchasing needs in order for them to be in working order.

**1. Compliance Reporting**

- Auditor has sent the audit. It is being reviewed by Kari and Brian. New Compliance requires it be submitted to the State from the school. It is due at the end of October.

**1. HR/Policies & Procedures Update**

- Face Covering Policy revisit

**1. Professional Development**

- *Staff met today(10/20) for their second 1/2 day PD session. Today the groups met to continue with vertical planning with focus on language works. The next steps will include - updating or creating our own version of these guides; developing a scope and sequence for the three years to achieve these items; record keeping/portfolios to show attempts/progress of these items.*

**1. Strategic Plan Update**

- The Admin and Academic Committee will be working through an Essential Elements Rubric from National Montessori For the Public Sector. This will help build the work of reviewing and rewriting the Strategic Plan in the 2022-2023 school year.

**1. IT Update**

- John is working to fix board email addresses for consistency. He is also working to fix some form issues we are having.

**1. EC Update**

- Currently, there are 40 EC students with 1 referral for services - ***That is 19.9% of our student population.***

**1. Nutrition/Lunch Program Update**

- Lunch program is off and running. We currently have 21 students who qualify for free and reduced lunch. 18 are currently ordering either for free or at a reduced cost.

**1. After School Program Update**

- Alphabest is up and running with aftercare. Numbers are low on some days and higher on others. The program has been running well.

### **Financial Report (Treasurer's Report – Kari):**

\$400,262.24 in the bank  
\$252,575.14 in Live Oak  
\$250,553.05 NBKC

Discussion on the audit that needs to be voted on. Our net position is positive. Eric made a motion to pass the accepted audit, Michael seconded the motion. The vote was held and unanimously passed. Michael asked about what the appraised value of the school land/buildings are and how that value contributes into the audit.

### **OLD BUSINESS/NEW BUSINESS:**

#### **Old Business:**

#### **New Business:**

Head of School nomination: Melinda nominated Alicia for a state award. Turns out that much of the work related to the nomination falls on Alicia.

Melinda and Michael made a motion that we nominate Alicia Reel as head of school for the state, Eric seconded. Vote was unanimous.

Alicia gave a presentation of the board handbook that Jill and Alicia created. The entire document has links to folders to all the actual supporting documents for example the strategic plan, the original IMS Charter application, grievance policy, audit reports, etc.

Melinda Shout OUT: Jill created a board handbook/manual, spent 25 hours on it the first week she started it. She took great leadership to get it done so quickly and it was a much-needed item. It is amazing, great work!!! Alicia also gets shoutout for helping by getting all the supporting documents to go with the manual so quickly.

There is a survey that Alicia sent out to the board to fill out concerning reflection on the mission, it is being sent to staff, board members. It is all for state accreditation.

Staff outside employment policy issues are being discussed to figure out how to handle conflict of interest. A recommendation will be made in the next few months to adapt the policy.

Melinda motioned to adjourn the meeting, seconded by Kari. Unanimously approved. Meeting was adjourned at 8:13PM.

### **REMINDERS:**

- Next Executive meeting is Wednesday, November 10th, 2021 at 10:00 a.m.
- Next Meeting – Wednesday, November 17th at 7:00 p.m

### **Upcoming Events:**

- Fall Fest is going to be October 28th

**ACTION STEP ITEMS:**