

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES 11.15.23

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

Time: 7:03 PM meeting called to order (Whitney)

Board Members Present: Emily Elmore, Whitney Wilson, Kate Medero (zoom), Pamela Thigpen, Michael Davenport, Jeremy Linquist, Mark Turner, Nicole Smith,

Not in attendance: Jill Davenport, Tyler Howell

Staff in attendance: Alicia Rheel, Carrie O'Brien Dworshak, Brittany Ivey

Guest: none

Whitney Wilson opened the meeting at 7:01PM

Jeremy started with the reading of 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

Meeting Agenda:

Whitney made a motion to approve the agenda. Jeremy seconded the motion. Vote held and passed unanimously.

Previous Minutes:

Whitney made a motion to approve the October meeting minutes. Emily seconded the motion. Vote was held and passed unanimously.

FSA update that Alicia shared:

EVENT UPDATES

- Alternative Fundraiser
 - Raised just over \$3k - this is a record low for this fundraiser.
- Fall Festival, October 26
 - This is the most successful Fall Festival we've had in years (re: fundraising)!
- Book Fair

- On-going this week
- \$1k in book fair profits will be donated to Ms. Kerri (plus any additional funds put in the donation jar)
- **Holiday Bazaar**
 - December 10, Flying Machine brewery – all indoor vendor spots filled, but three outside spots are available!
 - Event includes an online auction featuring items donated by each vendor.
- **Second Chance Prom**
 - February 10, 7-10p, at Azalea Station
 - Tickets are \$75/pp and include an open bar (limited selection of craft/local beer, wine, and cocktails), light snacks and desserts by True Blue Events, photo booth
 - Features a “Prom Crawl” through the Cargo District. Attendees will be encouraged to visit participating businesses the week leading up to and night of the event to receive a stamp in return for a purchase. If a ticket meets all of the requirements it will be turned in at Prom and entered into a drawing for the Cargo District themed raffle basket.
 - Tickets will go on sale the week of Thanksgiving with a chance to win “Black Friday” deals over Thanksgiving weekend.
 - We are attempting to crowdfund teacher tickets during holiday gift giving (teachers were surveyed ahead of time to find out who would like to go).
- **T3 Freak Out Party**
 - March 15, Corrigan’s Cottage
 - This will feature karaoke instead of a talent show and will be held in the new building!
- **Tinted Turtle Trot**
 - April 21, Carolina Beach
 - Race format has changed: powder is replaced with Goblies throwable and biodegradable paintballs.
 - Seeking committee members for this event

Other Business

- Would like to develop a contingency plan for making board members and staff more visible at FSA-led events, and engaging families more
- FSA would like to have a grant writer position

Academic Update – (from Kelly, presented by Alicia)

Overall Happenings

- Morning Meetings, Community Meetings
- Whole School Gathering:
 - Festival of Remembrance 11/17
- Vertical Planning
 - CS focused on building a math scope and sequence to be shared school wide
 - LE focused on building a language scope and sequence to be shared school wide
 - UE/MS focused on building a math scope and sequence to be shared school wide

Academic Snapshot

LE Topics

Building Community: Community Meetings, Star Students, Mindfulness lessons

Language: Sentence Writing, friendly letters, reading groups, spelling, verb study, prefix and root words

Math: fractions, comparing fractions to the clock, multiplication and division with the stamp game, money, work with geometry sticks

Cultural: Calendar, Egypt, mummies, cat goddess, pumpkins, dental hygiene, energy conservation, Native American Tribe studies, Veteran's Day

UE Topics

Building Community: Community meetings and morning meetings

Language: sentence structure and analysis, types of sentences, spelling, cursive, journal writing, reading groups, proofreading, prepositions

Math: Decimal introduction, Story of Pathagoras, division, work with fractions, exponents, multiplication checkerboard, order of operations, types of triangles, equivalency in shapes

Cultural: Laws of the universe, sun, earth, moon, eclipses, Earth's beginnings, Story of the Babylonians

MS Topics

Building Community: Playing disc golf on campus to reinforce math while supporting each other. Going out ~ Putt putt and picnic

Language: Prepositional phrases, vocabulary, use of graphic organizers, compound and complex sentences, and dependent and independent clauses

Math: exterior angles, proportionality, integers, simplifying expressions, one and two step equations, ordered pairs

History: History of Halloween, Native American Heritage

Science: skeletal system, microscopes, bone joints, 3 types of muscles and function
Voluntary vs involuntary muscle

A few of the things happening in Specials...

Building Community Across the School: Bee Club, UE Choir, MS Choir, Boys and Girls Basketball Teams

Art: sugar skulls, volcano art, painting lighthouses, poppy oil pastels

Music: tempo, Tut- Egypt song, Keyboards, Ukuleles, Xylophones, music notation- tablature

PE: fitness tests, locomotor skills while exploring different pathways and levels

Environmental Ed: recycling, rocks and minerals, biodiversity of the savanna, types of soil, nature passports

Spanish: colors, autumn, story writing, reading, pictionary

Family Engagement

- [Family Engagement Plan](#)
- Montessori moment article- focus on [normalization](#) Montessori environment
- Up Next~ November 15 Family Workshop~ focus on Reading in the Montessori environment

Coaching Corner

- One on one check-ins are happening with reflective conversations
- Observations are happening
- Team Lesson Studies
 - Material Focus - TA's - Multiplication Checkerboard / Guided Reading/Division
 - CS - Subtraction Snake Game
 - LE - Division - Racks and Tubes = Test Tube Division
 - UE - Decimal Checkerboard

Communications Director Update (from Blair, presented by Alicia)

Communications

- The board application has been added to the website and a social media post has been made.

Service Learning

- The month of October our **families donated non-perishable food items** to the Fall Festival. My office is FULL of donations! I have a trip scheduled for an ambassador from each class to join me to make a delivery to the **NC Food Bank on November 21st**. Students will be able to take a tour, help with sorting food, and share their experience with their classmates.
- Our next **Saturday Serve** is this weekend, **November 18th working at the First Fruit Ministries Food Pantry**. We participated last year and it was a great experience for families of Upper and Middle Schoolers. Capping at 25 volunteers and currently 21 families/students have signed up!
- Our **donation drive for the month of November** is for a local organization, [Family Promise](#). I visited Lower El classrooms to present on the topic and asked a representative from the agency to present to our UE classrooms. An email was sent to families last week with the agency's digital wishlist items.
- Ms. Kristin and I have partnered up to schedule two dates for our UE and MS choir students to go **caroling at Autumn Care and Morningside of Wilmington** in the month of December.
- Our regular 8th grade groups are serving weekly with our partner agencies. It is going well with both our first time partners this year and I hope to continue that connection for next year as well.
- Our **Salvation Army group** of students also decided that they wanted to sponsor a child from their **Angel Tree** this season so we are planning a trip to shop for the child and will pick out our angel/card this week on our serving day.

Diversity committee:

Fundraising Update:

Head of School's Report – (Alicia)

The following information is provided to the Board of Directors:

Enrollment

Grade Level	Active Enrollment
Kindergarten	27
1 st Grade	26
2 nd Grade	24
3 rd Grade	25
4 th Grade	24
5 th Grade	25
6 th Grade	23
7 th Grade	21
8 th Grade	19
Total	214
Withdrawals:	Reason:
0	Did not complete the form

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	0/1
September	0	0	0/0
October	0	0	0/0
November			
December			
January			
February			
March			
April			
May			

Important Dates:

- 11/22-11/24 Thanksgiving Break
- December - no board meeting
- 12/10 - Holiday bizarre
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Updates on Goals/Issues for Discussion

Data for Reporting/Discussion

1. **Academic Achievement**

Goals for the 2023/2024 School Year

- *Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations*
- *Continue to grow three-year cycles through vertical planning and collaboration.*
- *Strengthen all aspects of math, aligning Montessori lessons, three-year cycles, and state standards.*
- *Build connections between schools, families, and the community.*

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

- Curriculum planning continues in the area of math and reading
- Staff are working through the first periods of progress monitoring for students on tiered interventions
- Ms. Mackenzie started a gratitude wall for November for students and staff to share what they are grateful for
- Kelly and Board members are connecting with families with Coffee and Connections on Friday.

3. **Communications Update**

- See notes from Blair

4. **Marketing Update**

- **Posters are printed and ready for distribution for upcoming Lottery Information Sessions.**

5. **Facility Update**

- Backflow was damaged at Fall Festival and replacement was more extensive than the last time it had to be replaced.
- School has transitioned to a new cleaning contract.
- The driveway was graveled and lined.

6. **Compliance Reporting**

- All state requirements are being submitted
- The audit is complete and submitted. - Brittany will share more on that

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

- Substitutes are being hired
- SB 49 - Parent Bill of Rights

8. **Professional Development**

- *Working on PD for staff for teacher work days for the second half of the year.*

9. Strategic Plan Update

- Mid-year check-in will be presented in January

10. IT Update

- Waiting on our ERate grant funds to fully connect Corrigan's Cottage to school internet
- We have 3 carts of chromebooks that are currently out of date and will not update to the latest version of chrome to successfully run testing formats. Raffle ticket fundraising will target supporting the cost of one new cart and 30 chromebooks.

11. EC Update

- *The current headcount is 32. There are 4 in process of referral*

12. Nutrition/Lunch Program Update

- Partnership with NHCS is going well
- We currently have 11 students opting for free or reduced lunch

13. After School Program Update

- Alphabest is running. They have been very patient with basketball and book fair messing with their routine.

Financial Report (Treasurer's Report – Brittany):

September Bank numbers:

\$248,077.53 United Bank (Main Account)

\$360,365.25 United Bank (Extended FDIC Acct)

\$257,575.18 Live Oak Bank

\$0 Truist

FDIC account increased due to New Hanover County Per Pupil drop from July-Oct: \$189k.

Received state allotment yesterday, still waiting on amount per child but looks to be less than normal.

Not as cushioned as we would like, everything is still ok but will be tightening up on spending. More expenses with ground and building maintenance than normal.

Final draft is ready from our auditor and she will be at January meeting to answer any questions, no findings everything looked good.

Final Audit will be in the board packet to look over.

OLD BUSINESS/NEW BUSINESS:

Old Business:

Discussed [Parent Bill of Rights](#). Team met and discussed, made adjustments

Jeremy made a motion to accept The Parent Bill of Rights. Mark seconded the motion. Vote held and passed unanimously.

Open up Board member applications with a deadline of acceptance of December 15, 2023.

Kate has sent out email looking for basketball team sponsors.

New Business:

Soccer nets will be coming for the field.

Shoutout for our calendar for November, very well planned.

Nicole and Emily- would like to create a new committee: Research and Benchmarking Committee, to follow other charter schools and follow trends and best-case practices such as ideas for increasing our pool of substitutes (recruitment and retentions) to help out with the possibility of adopting the Maternity Leave Act and anything else that needs our attention. This is just an example of subjects this committee can look at to help with future decision making.

No meeting in December

Whitney made a motion to enter closed session at 8:02 PM. Jeremy seconded the motion. Vote was held and passed unanimously.

8:11PM Whitney made a motion to come out of closed session, Jeremy seconded the motion, Vote was held and passed unanimously.

Whitney made motion to increase a personel's leave days. Mark seconded the motion. Vote was held and passed unanimously.

Whitney made motion to approve holiday bonus, Jeremy seconded the motion. Vote was held and passed unanimously.

Board would like to have a gathering for Christmas

Whitney made a motion to adjourn the meeting at 8:14pm and Jeremy seconded the motion. Vote was held and passed unanimously.

REMINDERS:

Next Exec meeting is Friday, December 8, 2023 at 9:30 a.m. via Zoom

Next Meeting – Wednesday, January 17, 2023 at 7:00 p.m.