

# ISLAND MONTESSORI CHARTER SCHOOL

## BOARD OF DIRECTORS MEETING MINUTES

7.20.22

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

Time: 7: 14PM meeting called to order

Board Members Present: Eric Jelinski, Melinda Cummings, Renae Harris, Kate Medero Nicole Smith, Jill Davenport, Miranda Brothers, Whitney Wilson, Jeremy Linqvist

Not in attendance: Michael Davenport, Jill Davenport, Pamela Thigpen

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 Liaison (Kari):**

- Made almost \$6,000 this year at the Turtle Trot
- Bridging gift, they are working with Alicia on this plan
- Lazy Pirate end of year party will be held the last week of school
- Amber Lynn has lots of great ideas she brought to Alicia and Blair for next year

### **Meeting Agenda:**

Jeremy Linqvist made a motion to approve the agenda. Kate Medero seconded the motion. Vote held and passed unanimously.

### **Previous Minutes:**

Melinda Cummings made a motion to approve the May meeting minutes with the suggested edits. Eric Jelinski seconded the motion. Vote was held and passed unanimously.

### **Covid/mask policy update:**

Melinda Cummings made motion to maintain mask policy as is and Miranda seconded the motion. Vote was held and passed unanimously.

**Communications Director Update (Blair):**

No formal update from Blair for this month other than there are some students and alumni that are continuing to volunteer through the summer with a few of the service-learning organizations/partnerships.

**Diversity committee:** No update for this month

**Fundraising Update:** None

**Academic Update (Alicia gave update tonight):**

Alicia Rheel said the last academic committee meeting went very well as a year-end wrap up. Susan is finalizing all her coaching sessions. Teachers are getting ready for bridging ceremony and doing EOGs.

**HOS Report (Alicia Rheel):**

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	23
7 <sup>th</sup> Grade	17
8 <sup>th</sup> Grade	18
<b>Total</b>	<b>205</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	0	0	0
December	0	2/2	1/3
January	0	0	0
February	0	0	0
March	1/1	1/1	0
April	0	0	0
May	0	0	0

## **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.*

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

- PD planning for next year
- Progress reports were mailed
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#### **3. COVID Update**

- The state continues to require mask policies to be voted on monthly by the board
- There has been an uptick this past month.
- No new updates to the School Toolkit from the state.

#### **4. Communications Update**

- SEE the google doc from Blair

#### **5. Marketing Update**

- *Planning dates for the raffle for next year*
- *planning marketing pamphlet to be mailed out to prospective parents.*

#### **6. Facility Update**

- The outdoor classroom is complete!
  - dreaming of Phase 2 - storage and shade
- Gravel will be regraveled this summer
- Summer projects are being planned
- Fire inspection was passed and submitted to the state

#### **7. Compliance Reporting**

- All required reports are being submitted
- Brittany scheduled the Audit for August
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#### **8. HR/Policies & Procedures Update**

- [calendar creation](#) of policy reviews, updates, and committees
- social media policy for staff - first read
- dress code presentation

#### **9. Professional Development**

- o Administrative team planning PD for the next school year for staff and families!
- o Alicia is attending CPI training in July.
- o Alicia and Brittany are attending a Charter School Conference in July
- o Alicia will start her Montessori Leadership certification course in August.
- o Select teachers are going to be taking a Montessori Reading Intervention training to be able to train others.

#### **10. Strategic Plan Update**

- o Review and reflect on the [document](#) in the board packet.

#### **11. IT Update**

- o John has ordered new keyboards to fix some of the Chromebooks that are having issues.
- o A new Chromebook cart and Chromebooks have arrived and will be ready to go for next year
- o additional Chromebooks are being ordered to replace ones damaged or missing due to remote learning and wear and tear.

#### **12. EC Update**

- o April's headcount was 40 EC students. 32 are in tested grade levels. 1 is in referral.
- o MTSS currently has 13 students in Tier III(Intensive Support) and 31 students in Tier II(Supplemental Support)

#### **13. Nutrition/Lunch Program Update**

- o Brittany will work on vendors this summer for next school year.

#### **14. After School Program Update**

- Alhabest is waiting on the addendum to open up registration for the next school year.

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

June Bank numbers:

\$769,516.58 Main Bank Account

\$253,507.74 Live Oak Bank

\$250,636.47 NBKC

Brian stated that things are pretty wrapped up for the year other than continuing payroll through the summer. Brian reminded the board needs to vote on the 22-23 budget. Melinda asked Brian to share any additional thoughts on the budget, Brian doesn't think the state will be as gracious with the funding. Discussion on where/who to ask for additional funding to help the school. Examples given were NHC and the Novant.

Melinda Cummings made motion to approve the budget that Brian proposed. Kate Medero seconded the motion. Vote was held and unanimously approved.

Brian Corrigan brought up other items to consider that will go up in cost like the insurance for the buildings will go up because cost to reconstruct in case of disaster, fire, etc.

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

#### **Old Business:**

Update on the construction of the multi-purpose building is that the loans and title/deed work are almost complete. The loan will close on June 17<sup>th</sup> and Brian hopes to be able to start utilizing the funding immediately to pay for the construction.

Melinda Cummings commented on the Children's School Head of Schools evaluation.

#### **New Business:**

Melinda Cummings made motion to approve the addendum for a slight fee increase for child aftercare with Alpha Best program, Eric Jelinski seconded the motion. Vote was held and passed unanimously. Michael Davenport will review the contract addendum.

Eric Jelinski reminded the board that voting on positions on the board happens at every July meeting so if anyone has nominees or is interested to

Eric Jelinski made motion to move into closed session. Jeremy Linquist seconded the motion. Vote was held and unanimous to move into closed session at 8:27pm

Returned from closed session at 8:49pm

Jeremy Linquist made motion to hire the proposed Upper elementary teacher. Nicole Smith seconded the motion. Vote was held and passed unanimously.

Melinda Cummings made motion to approve the agreed-on raise for Alicia Rheel as well as extend the current contract in place for Alicia Rheel by adding 1 year in verbiage from closed session about raise and contract extension Melinda made motion to, Kate seconded Alicia raise and contract extension

Eric Jelinski made motion to adjourn the meeting, seconded by Miranda Brothers. Unanimously approved. Meeting was adjourned at 8:53pm.

### **REMINDERS:**

- Next Executive meeting is Thursday, July 14<sup>th</sup> at 10:00 a.m. via Zoom
- Next Meeting – Wednesday, July 20<sup>th</sup> at 7:00 p.m