

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
07.21.21**

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412
Time: 7:07PM

In attendance in person: Eric, Melinda, Renae, Michael, Kari, Jill
Staff in attendance: Alicia, Brian

Guests: none

Jill started 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 comments

FSA Liaison (Kari):

Working on a plan for the school year. Melanie Hodge brought onto FSA to help with communications.
Discussion on Dragon Boat race fundraiser.
Excel spreadsheet being shared with dates for upcoming events.

Meeting Agenda:

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

Previous Minutes:

Alicia, Molly, Jill made some edits that Renae will correct for the final meeting minutes to be put onto the school website. Jill made a motion to approve the meeting minutes with the edits, Melinda seconded the motion. Unanimously voted on and passed. There was discussion about making sure the minutes make it on the website. There was a lag because of the new secretary not knowing to share and post meeting minutes to the website. It has been resolved with the assistance of Alicia and Blair.

2021-2022 Budget:

The budget is based on 219 students, and an estimated 2.3 million in revenue. A state budget has not yet been passed and total revenue remains unknown. Expenses have increased over the previous year, but this is due in large part to an overall 22% increase in payroll and 14% increase in employee benefits. Most budget items remained flat or included a slight inflation increase (e.g., insurance). The current budget projects a -\$84k gross margin; however, Brian and Kari feel confident this number will improve once the state budget has been passed. .

Action: Eric made motion to pass the budget as proposed by Brian, Melinda seconded the motion. All were in favor and motion passed.

Board Recognition/Shout Outs:

Thank you to Michael Davenport for his all the amount of attorney stuff for the board and huge thank you for your time and talents. He has given the school a countless amount of valuable time and expertise as an attorney.

Communications Director Update (Blair):

No update for now. Blair will be sharing an office with Susan this year

Covid Update/Reopening:

Alicia gave an update: The parent handbooks, employee handbook, and covid handbook are all updated. The new covid handbook explains which directions things will go. There will be no remote options offered. There will be a process for remote learning for exposures and for testing positive. The NC School Toolkit goes through all the requirements and recommendations for what schools have to follow. The Governor's last order extended that all public school units have to follow the toolkit and requires that all staff and all students have to wear masks in the buildings. There will be an updated toolkit coming out July 30th. Discussion on what school will do with staff and students on the mask issue.

Alicia suggested the board adopt the handbook as is. Drop off and pick up will be different since there will be no student screening, no morning care, and will go directly to classrooms. Open house night all people must wear masks regardless to come into the building per the current rules.

Action: Michael made a motion for Alicia to send out a handbook as it is with her updates. Jill seconded the motion, and all voted in favor. Unanimous approval.

Academic Update (Susan):

Having health issues and is trying to get it under control. She will be taking a leave of absence temporarily.

This summer Susan and Alicia have been working on getting ready for the year of the roots. Strengthening who we are as Montessorians. Essential elements rubric is a tool that will be used for the facilitated self study. Staff development half days, every teacher will be doing a small lesson and allow the others to observe. Will be working on observation skills and language. AMS book and workbook study that staff will be starting in January.

HOS Report (Alicia):

Data for Reporting/Discussion

1. Academic Achievement

Goals for 2021/2022

- 1. Increase growth for all students with differentiated instruction in Montessori Lessons driven by data/observations*
- 2. Strengthen all aspects of math especially at the Upper Elementary*
- 3. Strengthen all aspects of reading at K-3 level.*
- 4. Improve MTSS*
- 5. Strengthen Montessori philosophy and practice in the classroom and our whole school environment.*

1. Mission Based Program and School Improvement Initiatives Updates

- Handbooks have been reviewed by Administration
- Susan and I met with NCMPS to help prepare for our Year of the Roots - Focusing on Montessori Essential Elements
- PD calendar for the first two weeks staff returns has been sent out

1. COVID Update

- Numbers in the county and state are rising due to the DELTA variant. HOS continues to track and keep up with updates from DPI and DHHS.
- The School Toolkit which is written by DPI with guidance from ABC Collaborative, DHHS, and CDC continues to be the guidance for school requirements and recommendations.
- Until the Executive Order from the Governor is changed or removed, schools will be required to have staff and students wear masks regardless of vaccination.

1. Facility Update

- Mr. Jon is working hard already!!

- Grant is being written to supply needs around the school.
- Tortoise home is complete
- UE building floors are complete
- Solar panels are working
- Staff room has gotten new paint and organization as well as a better way to support communication
- ESSER - New grant to help with fixing doors, new chairs, some technology, picnic tables and a few other facilities needs
- Lawn crew is working to spray weeds, mow the back lawn and weed whack around the property.
- Brittany is working with 4 vendors to provide lunches using Boonli

1. *Compliance Reporting*

- Grant follow-up and documentation is being completed as needed
- Brittany is preparing for the Audit in August

1. *Professional Development*

- PD calendar is being sent to staff - Involves lesson study, standards/vertical planning, team building, and our regular requirements
- HOS is continuing work in the course: Montessori Fundamental for School Leaders through NCMPS

Additional items from Alicia: First draft of dual enrollment policy. Alpha Best contract will be reviewed again before a vote. Communication plan that Alicia created.

IMS is up for renewal, it is an 18-24 month process. It starts with a letter to the Office of Charter School to declare our intent for renewal.

Financial Report (Treasurer’s Report – Kari):

Bank: \$478,894.22

Live Oak: \$252,257.80

NBKC: \$250,521.48

We ended the year with a positive \$35k gross margin. Next year’s projected gross margin is negative \$84k; however, an official state budget has yet to be passed and our budget is based on the previous year.

Marketing:

No update.

Diversity Update:

No Update

OLD BUSINESS/NEW BUSINESS:

Old Business:

Board member terms discussion on who will be coming up for election. An updated list needs to be clarified for current board member terms. There will not be a vote on members tonight, but Jill will give an update at the August meeting.

Michael made a motion to elect Jill Davenport and Melinda Cummings to the board for an additional 3 year term. Eric seconded the motion. Vote was held and was unanimous in the affirmative.

Jill nominated Melinda as President, Eric as VP, Kari as Treasurer and Renae as secretary. Michael seconded the motion. Vote was unanimously affirmative.

New Business:

Brian presented on the survey for the new outdoor classroom space and pathways. Next steps will be to take the plan to the county for approval, and will need to clear some underbrush for the county to walk through. Another part of the plan includes a

multi purpose building to be used for gym, music, arts, special events, etc. Would be a 5,000 square foot building. Steel building on slab would likely be the most affordable option.

Michael made a motion to approve up to \$25,000 to do the due diligence to start getting approval from the county, engineering prep and architecture. Melinda seconded the motion. 54'x85' approximate dimensions

Michael made a motion to elect Jill Davenport and Melinda Cummings to the board for an additional 3 year term. Eric seconded the motion. Vote was held and was unanimous in the affirmative.

Jill nominates Eric as President, Melinda as VP, Kari as Treasurer and Renae as secretary. Michael seconded. Vote was held and was unanimous in the affirmative.

Moved into closed session at 8:40pm.

Moved out of closed session at 8:52pm

Eric made a motion to approve the recommended hire as put forward by Brian. Jill seconded. Vote was held and was unanimous in the affirmative.

Jill motioned to adjourn the meeting, seconded by Melinda. The board unanimously approved to adjourn. Meeting was adjourned at 8:54PM.

REMINDERS:

- Next board meeting is Wednesday, August 18th, 2021, at 7:00PM, in person.
- Next Executive Committee meeting is Thursday, August 12th, 2021, at 10:00AM, via Zoom.

Upcoming Events:

ACTION STEP ITEMS:

None