

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTORS MEETING MINUTES  
05.07.20**

Meeting Location: Virtual, via Zoom  
Time: 7:00pm

In attendance: Eric, Melinda, Michael D., Jill, Melissa, Dan, Rainey, Molly, Michael R., Kari, and Elizabeth

Staff in attendance: Carrie, Brian, Lara, Alicia

Absent: None

Visitors: None

Brian announced that this meeting would be recorded, temporarily. Jill motioned to open the meeting, seconded by Melinda. The motion to open the meeting was unanimously approved by the board. The Island Montessori Charter School board meeting was called to order at 7:03 PM, by Jill.

**2 Minute Visitor Comments:**

None.

**FSA Liaison (Melissa):**

The FSA is transitioning the Tinted Turtle Trot and Thirty Day Freak Out party to virtual events. They are honoring our faculty virtually, as well, for Teacher Appreciation Week.

Jill read the mission statement.

**IMS MISSION STATEMENT**

**The mission of the Island Montessori Charter School is to offer a developmentally appropriate and challenging Montessori academic environment that models grace and courtesy, and empowers children of diverse backgrounds to learn and grow, each at his or her own pace, in a peaceful community of lifelong learners.**

**Meeting Agenda:**

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

**Previous Minutes:**

Jill made a motion to approve the April minutes, seconded by Dan. The motion to approve the April minutes was unanimously approved by the board.

**Communications Director Update (Blair):**

No update at this time.

**Academic Update (Lara):**

Lara provided an update on Distance Learning. Every student is in the classroom and working, at different paces. Every day staff are presented with a new set challenges, but also whatever new challenges our families are met with. Lessons and Zoom meetings are all on the calendar weekly. Weekly reflection check-ins were also added. Also, parents meetings were added to some classrooms. Melinda asked Lara if we had inappropriate people jumping onto our Zoom meetings. Lara indicated we had no reported problems. Alicia also stated that all staff in the Charter and Children's School had been trained on appropriate responses if it did happen. New information rolls in daily. Grading is the most recent. We are looking at 40% engagement. K-5 will be NG in powerschool and 6-8 Pass or Withdraw. Less than a handful of students are currently under 40%, and admin are reaching out to these families. Should the school year begin online, Lara feels confident that we will be able to handle ourselves well and be overly prepared!

### **BOD Recognition:**

Melinda recognized the entire board for stepping up during this difficult time. She gave a special thank you to the Zoom training team, SBA team, academic team (always!), and Brian, for his epic Billy Joel themed Teacher Appreciation video.

### **HOS Report (Brian):**

#### **Grade Level Active Enrollment:**

Kindergarten: 27, 1st Grade: 26, 2nd Grade: 25, 3rd Grade: 24, 4th Grade: 24, 5th Grade: 23, 6th Grade: 23, 7th Grade: 23, 8th Grade: 23, Total: 218

**Openings:** Kindergarten: 14, 2nd: 1, 6th: 1, 7th: 1, 8th: 1.

**Student Discipline Report:** Nothing to report.

### **Updates on Goals/Issues for Discussion**

#### **1. Academic Achievement**

##### **Goals for 2019/2020**

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. Mindfulness

Families and students are on our Google Montessori Platform. All meetings are being conducted through Zoom. Teachers and TA's all are holding office hours daily.

### **Data for Reporting/Discussion**

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

- Digital Platform running. NO end of grade test or NWEA test.

#### **3. Facility Update**

- Campus just reopened this week. Peter is getting quotes for new skirting for the Children's School. The Multipurpose Room will be painted this summer. We are in summer mode for cleaning. We will have teachers come back in June, when school is over, to prep rooms for summer hurricanes and floor cleaning.

#### **4. Compliance Reporting**

- The Children's School IRS Audit was sent in on time; there is no word back yet. We are all caught up with state document requests through Epicenter.

#### **5. Professional Development**

- All has been canceled at this time.

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

- Money in Crescom Account: \$346,250 (true amount is lower - payroll expenses have come out)
- Live Oak Account: \$250,000
- NBKC Account: \$250,000
- Money to draw from the state: 0
- Opened an additional Crescom account, in order to track the PPP loan: \$312,210
- We are ending with a positive budget, as our expenses are lower due to our closure.
- Brian discussed the current budget and has zeroed out the same; since there will be no more expenditures in this fiscal year other than what is required. He is also creating both a flat budget and a 5% decreased budget for next year as suggested by the state. The staff is working on a list of priorities. Everything is on the table as a potential cut.
- Send signatures to Michael Davenport for school resolution for the bank.

#### **Strategic Plan update – State Plan:**

No update.

#### **Board Strategic Plan:**

No update.

#### **Special Board Projects:**

No update.

#### **Executive Committee (EX):**

None.

#### **Grant Committee:**

No update.

#### **Finance Committee:**

Melinda made a motion to approve the acceptance of the PPP loan, Jill seconded it. The board unanimously voted to accept the PPP loan. Michael D. advised that he would be sending out the terms for further review and might require additional board signatures. Discussion regarding the financial situation of the school, use of the PPP money for salaries, and timing

of PPP money for salaries. The bank has also asked for a resolution from the board regarding the need and use of the money. Michael, Brian, Melinda, and Brittany are working on the same.

**IT:**

Training in regards to the use of Zoom was offered to faculty.

**EC:**

No new updates.

**Nutrition/Lunch Program:**

No new updates.

**After School Specials:**

No new updates.

**Outdoor Committee:**

No update.

**HR/Policies and Procedures:**

Jill made a motion, seconded by Melinda, that we approve the extended leave policy as discussed. Unanimous approval by the board. However, Michael will mail a copy of the final draft to each board member immediately. Each board member shall review prior to the next board meeting and make any necessary, if any, friendly amendments.

**Marketing:**

No new update.

**Diversity Update:**

No update.

**Alumni Committee:**

No new update.

**OLD BUSINESS/NEW BUSINESS:**

**Old Business:** The board is holding any amendment to our Mission Statement until our ten year review, in two year's time.

**New business:** Bridging will look differently this spring, with IMS faculty traveling to bring the bridge to each graduating student, as a result of the COVID-19 pandemic.

**CLOSED SESSION:**

Jill made a motion to enter closed session, seconded by Rainey. The board went into closed session at 7:51, to discuss an employee matter. Jill made a motion to leave closed session, seconded by Melinda. Closed session ceased at 7:57.

Melinda motioned to adjourn the meeting, seconded by Dan. The board unanimously approved to adjourn. Meeting was adjourned at 8:02PM.

**REMINDERS:**

- Next board meeting is Thursday, May 21st, 2020, at 6:00 PM, via Zoom.
- All committee reports are due by Friday, May 15th, 2020 [PDF Format Please!].
- June 12th, Executive Committee meeting at 10:30AM- [Virtual]

**Upcoming Events:**

- Tinted Turtle Trot, Virtual Freak Out Talent Show: submissions due by Wednesday, May 13th
- Math I Test for 7 th Graders: Friday May 22nd
- Memorial Day = NO SCHOOL: May 25th
- Tinted Turtle Trot, 2020 Virtual Race: June 6th-7th
- ChromeBook Return: June 11th and 12th
- Digital Bridging Ceremonies: June 8th – 11th
- Draft Day: Late Summer

**ACTION STEP ITEMS:**

- Each board member is to send Michael D. necessary paperwork for approval of the PPP loan.