

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
01.15.20**

Meeting Location: Island Montessori School, 6339 Carolina Beach Road, Wilmington, NC 28412
Time: 7:00pm

In attendance: Eric, Melinda, Michael D., Jill, Melissa, Dan, Rainey, Molly, Michael R., Kari
Staff in attendance: Blair, Carrie, Brian, Lara, Alicia
Absent: Elizabeth
Visitors: None

Jill motioned to open the meeting, second by Eric. The motion to open the meeting was unanimously approved by the board. The Island Montessori Charter School meeting was called to order at 7:18 PM by Melinda.

2 Minute Visitor Comments:

None.

FSA Liaison (Melissa):

The FSA feted the staff with a scrumptious Holiday Appreciation Breakfast in December. Also in December, they held their annual Holiday Bazaar at the CB Marriott, which was wildly successful. Spirit Wear sales were concluded in time for gift giving, as well. They are working diligently on planning for the T3. A Family Game Night will be hosted by the FSA at Cape Fear Games on January 27th, from 5:30-7:30.

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 developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

Meeting Agenda:

Molly motioned to approve the meeting agenda. Second by Michael R. The motion to approve the meeting agenda was unanimously approved by the board.

Previous Minutes:

Jill made a motion to approve the November minutes. Second by Rainey. The motion to approve the November minutes was unanimously approved by the board.

Communications Director Update (Blair):

Family Game Night will be held at Cape Fear Games, January 27th, 5:30-7:30, with a percentage of food sales being donated to IMS. An Arts showcase is being discussed for February. There will be an upcoming Bowling Night; more to come soon. Blair is working closely with Heily on preparing for Career Day in March.

Academic Update (Lara):

Lara updated the board on the Strategic Plan. She discussed how lesson planning is prioritized weekly and touched on many other successes and goals. Alumnae recently visited. She is working with Blair on developing an Academic Blog. An inventory of materials has begun. Staff has begun using a website called "GiveThx" to create a culture of gratitude. Lara presented The Snake Game lesson.

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

Student Discipline Report:

School Discipline Goal: *Make all consequences a learning moment!*

In School Suspension: Oct.: 0, Nov.: 1, Dec.: 0

Out of School Suspension: Oct.: 0, Nov: 2/1, Dec: 1

Incident reports to office, major/minor: Oct.: 5, Nov.: 7, Dec.: 2

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

Data for Reporting/Discussion

2. Mission Based Program and School Improvement Initiatives Updates
Year of MINDFULNESS 2019/2020 – the next book study night is 1.16.20.

Prospective Parent Nights are happening.

The Academic Committee is charged with evaluating our Specials Program from top to bottom and come up with a direction that will best meet the needs of our students.

A 2018 Dodge minivan was purchased for \$16,250 in late December. A vote regarding the purchase of the service van was taken via email in December 2019, and the purchase of the van was approved by a board majority. A vote was again taken during the meeting and Dan asked for further discussion. A conversation regarding the purchase of the service learning van transpired. The board unanimously approved the purchase of the service learning van.

HOS will have a draft calendar to present at February's meeting. The county posted theirs this week.

3. Facility Update

Replacement of bad siding and fascia finished.

Silt fence removed from the back of the Children's School by the wetlands.

Hurricane window treatment is still being considered and reviewed.

4. Compliance Reporting

Say Something Anonymous Reporting System (state mandated) - this system allows students and parents to send anonymous tips regarding student safety. Students were trained in how to use the system.

Children's School IRS Audit was sent in on time. No word back yet.

We are caught up with all state document requests through Epicenter.

5. Professional Development

New TA's are starting their fundamentals of Montessori Teaching this month.

Mindfulness presentations are now occurring in every 2nd staff meeting each month.

Fiscal Operations Update:

1. Money in First South Account: \$ 421,898

2. Money to draw from the state: \$ 728,766

3. Identified Potential Short/Long Term Issues: none at this time. The state is locked into the 2019/2020 budget and working on next year's. We had anticipated a \$40k increase this year but the actual increase is \$13k.

Financial Report (Treasurer's Report – Kari):

➤ Money in Crescom Account: \$421,898

➤ Money to draw from the state: \$728,766 (this is the rest of the year)

Strategic Plan update – State Plan:

No update.

Board Strategic Plan:

No update.

Special Board Projects:

Susan Koenig hosted a professional development workshop for the board on January 10th, which was enjoyed by all. We will be discussing this board retreat further at the February meeting. BOD members were given SMART goals, as an assignment.

Executive Committee (EX):

None.

Grant Committee:

The Grant Committee just submitted an LOI for the NC ACCESS Grant. There are several grants pending and many deadlines in the near future.

Finance Committee:

Given in conjunction with HOS Report.

IT:

No new updates.

EC:

No new updates.

Nutrition/Lunch Program:

No new updates.

After School Specials:

No new updates.

Outdoor Committee:

No update.

HR/Policies and Procedures:

No new updates.

Marketing:

No new updates.

Diversity Update:

We discussed the lottery posters that were recently placed around town. There was consensus that it would be best to begin this process earlier next year.

OLD BUSINESS/NEW BUSINESS:

Old Business: Hurricane shutters will be discussed in February.

New business: Diffusers will be discussed in February.

CLOSED SESSION:

No closed session.

Melinda recognized and thanked Eric Jelinski for his service to IMS.

Melinda motioned to adjourn the meeting, second by Jill. The board unanimously approved to adjourn. Meeting was adjourned at 8:37pm.

REMINDERS:

- Executive Meeting is on February 13th, at 8:30AM, at the Charter School.
- Next board meeting is Wednesday, February 19th, 2020 at 6:15pm, at the Charter School.
- All committee reports are due by Friday, February 14th, 2020 [PDF Format Please!].

Upcoming Events:

- Mindfulness Book Study: Jan 16th

- **MLK Day: Jan 20th**
- **Teacher Work Day: Jan 21st**
- **Family Game Night: Jan 27th**

ACTION STEP ITEMS:

- **The board is to complete the SMART Goals as presented by Susan Koenig and email responses to Melinda.**
- **The NC ACCESS Grant LOI is to be sent to the EX Committee.**
- **Michael D. will review Mission Statement verbiage.**
- **Brain will make contact with the FSA regarding shed space.**