

# ISLAND MONTESSORI CHARTER SCHOOL

## BOARD OF DIRECTORS MEETING MINUTES 3.16.22

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412  
Time: 7:05 PM called to order

Board Members Present:, Eric Jelinek, Renae Harris, Nicole Smith, Pamela Thigpen, Jill Davenport, Jeremy Linquist

Not in attendance: Michael Davenport, Melinda, Kari Namiot, Miranda, Whitney Wilson

Staff in attendance: Alicia Rheel, Carrie Dworshak, Brian Corrigan, Susan Avenego

Renae 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:

In attendance: Nathan Gann and Jessica Gann. Neither gave comment.

### FSA Liaison (Kari) – Alicia gave the update tonight:

#### **Turtle Trot**

- Turtle Trot has almost 200 participants registered as of now, but the price has gone up. Please remind our families to use code IMSFamily for \$5 off (staff has a \$10 off code)
- Shirts for T3 have been ordered so any sign ups now will not be guaranteed the shirt size they want, but we do our best to accommodate
- We will be sending out a sign-up Genius for volunteers for the courses - please consider volunteering if you aren't running the race! This is a great job for grandparents too!
- We are seeking a group of people (preferably without children) to help with the color station on the course - anyone that knows of an organization that might want to volunteer should contact FSA - we have already reached out to Hoggard Beta Club, but haven't heard back.
- HUGE THANK YOUS to Jill Davenport, Tim Murphy, Mandy Bernard, and Angie Rowe for helping with sponsorships for the race as well as our families that sponsored including the Fowlers (4 Seasons Demo), Renae Harris (Alpha Mortgage), Michael Davenport (MD Law), Mandy Bernard (Salty Dog Yoga and Surf), and the Clines (Cline Law).

#### **Freak Out Party**

- Despite already noted issues, we did a great job with the Freak Out Party. We far exceeded our fundraising goals for the night.
- THANK YOUS to Lindsay Moye (Children's School FSA Liaison), Angie Rowe, and Beth Riegler, plus all of the families who helped by donating raffle basket items

#### **Spirit Gear**

Spring Spirit Gear orders are in and we are not accepting any further orders. We used Sign Up Genius this time around instead of Big Cartel and it worked well. FSA is considering moving all operations for payment to Sign Up Genius, but is also considering a survey to families at the end of the year to see what their experience with the payments has been. We have now used it for Glow Golf, Bowling, and Spirit Wear orders.

### **Forward Thinking**

- Our April Newsletter will be advertising open positions within FSA
- We are working on planning for Teacher Appreciation in May
- We are planning bridging gifts for May
- We have an End of Year Party in the works for Wednesday, May 25th at Lazy Pirate - we request as many board members and staff to attend as FSA will have a big announcement at that event - mark your calendars!

### **Meeting Agenda:**

Melinda Cummings made a motion to approve the agenda. Eric Jelinski seconded the motion. Vote held and passed unanimously.

### **Previous Minutes:**

Jill Davenport made a motion to approve the January meeting minutes and the special meetings (1/22/22 and 2/20/22) held for mask policy and outdoor classroom. Melinda Cummings seconded the motion. Vote was held and passed unanimously.

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

Special board meeting was held on Sunday 2/20/22 concerning covid mask policy. No further updates at this time.

### **Communications Director Update (Blair):**

See update from Blair below in HOS report

### **Covid Update/Reopening:**

Voted on covid handbook and had some discussion around quarantine times recommended in the school toolkit from the state.

### **Diversity committee:**

Melinda will give update at the next meeting.

### **Marketing Update:** None

### **Fundraising Update:** None

### **Academic Update (Susan):**

Susan gave lesson on division and using the division board. Division means sharing. Also gave update on diverse goals to see what had and had not been achieved through the strategic plan. Consensus that many had been achieved but added what else they would like to add to continue the work.

### **HOS Report (Alicia):**

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			
April			
May			

## Important Dates:

- February 24<sup>th</sup> the 22-23 Lottery will be held

## 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***

- Charter Renewal Update: March 9th 9 - 12:30 Charter Renewal Virtual meeting with DPI.
- Interventions and progress monitoring are continuing with groups in and outside of the classrooms.
- Teachers have met to review MAP data and update MTSS groups/needs.
- State data has been previewed for our school. Based on state law, no school received a performance grade or growth measure for the 20-21 school year. However, our students did meet growth in all academic tested areas.

### **3. *COVID Update***

- The state continues to require mask policies to be voted on monthly by the board
- The students are doing well with transitioning to mask optional.
- There are a few items that have been updated in the toolkit which is being updated again March 7th.

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

#### **Service Learning & Communication Report - Blair Williams**

#### **Service Learning Updates**

- Our January Donation Drive was super successful. We were able to donate boxes and bags of warm clothing to four local non-profit organizations
  - Good Shepherd
  - Vigilant Hope
  - Foster Pantry
  - Cape Fear Volunteer Center
- Our February Donation Drive will be collecting items for animals at Paws4People and the New Hanover Humane Society
- Our school created over 250 'Community Valentine's' that were distributed to the following organizations
  - Good Shepherd, Cape Fear Volunteer Center, and Morningside of Wilmington

#### **Paw4People**

- Puppy visits took place here on campus with our middle schoolers on Valentine's Day
- Alumni Eva Grayson Davenport has been visiting with LE, the Children's School and made a video to share with the Upper/Middle schools on teaching them how to make blankets that will be donated to Paws4People and the Humane Society.
- FSA is donating a percentage of their funds from the bowling event to our fundraising efforts for these organizations
- A group of students will join me this Friday to drop off the donations to each agency.

#### **Cape Fear River Watch**

- A small group of students continues to visit the adopted creek at Arrowhead Park for taking water samples.
- This month they visited the CFRW lab and learned the process of testing each sample using lab equipment.

## **Vigilant Hope**

- Several students who attended the community breakfast have asked if we could go again. It was very powerful for them and a few missed the opportunity. I have reached out to Ms. Laura and we plan to schedule two more visits this spring, and more if it can work out.

## **Passion Projects**

- I am working with a group of 3rd years that came to me with an idea for a service project to raise funds for our school community.
- Their idea is to teach their classmates how to compost, collect seeds and start seedlings that they can sell at their very own 'Plant Stand' this spring during car rider dismissal or at the Specials end of year showcase. They would like to donate the funds raised back to the school. I am collaborating with Ms. Tara on this project. We have a service-learning trip planned for them to visit Willowdale Urban Farms in Wilmington to learn about growing seeds.

## **Grant Writing for Passion Project**

- In December I worked with a 5th year student who came to me with an idea to donate a bench (and possible shelter) at the bus stop by our school and I am SO EXCITED to announce that the student was awarded the \$500 grant! We are looking forward to moving ahead with the project in the coming months.
- I had a call with the Community Outreach representative from WAVE Transit and we will plan to have them come out closer to the dedication of the bench. She will be meeting with me and Alicia next week to discuss the specifics.

## **Global Youth Service Day**

- GYS Day is in April and celebrated the last week of that month. Ms. Wanda and I have partnered together to plan a school wide 'Week of Serving' where on campus projects can occur, as well as off site volunteering.
- To view our proposal for that week, you can access the document here.
- We will present the idea to teachers at our next staff meeting.

## **Communications**

- Alicia and I worked together on a cute video for the Raffle Fundraiser.
- Each week we provided updates to our classrooms and families.
- I am partnering with Alicia on creating a video tour for our charter renewal. We begin filming at the end of this week.
- Sign Command is currently down and we've been waiting on a part that was on backorder. Part is back in stock and should be in the warehouse soon. The company is emailing once they ship it. Hoping to have it working sooner than later!

### **5. Marketing Update**

- *Raffle ticket sales were a huge success. We raised \$18,700. Students are excited for the incentives, and I am working to plan those dates.*

### **6. Facility Update**

- Mr. Jon, Ms. Tara and middle school students stained the garden boxes and railing by the main building. It looks amazing!
- Brittany and I are working to spend grant money on picnic tables and doors to main building and middle school.

### **7. Compliance Reporting**

- All required reports are being submitted as needed.

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

- No update, one new hire that is grant funded

**9. Professional Development**

- Staff had a professional development day with Coach Susan Koenig. She reviewed terminology and comfort around LGBTQIA+
- Resilience training has been rescheduled due to scheduling and staffing conflict with the company assigned to our school.

**10. Strategic Plan Update**

- The Admin and Academic Committee spent time talking about the strategic plan and where as a committee, our focus should be moving forward.
- The Academic Committee will work the rest of this year reviewing Goal 1, what has been achieved, not achieved, and where we want to go next.

**11. IT Update**

- John continues to work on our Leave form for staff.
- John checks in with teachers weekly to support any technology needs or issues.

**12. EC Update**

- Currently, there are 39 EC students with 1 referral for service - *That is 20% of our student population.*

**13. Nutrition/Lunch Program Update**

- Lunch program is running well. We currently have 21 students who qualify for free and reduced lunch. 18 are currently ordering either for free or at a reduced cost. However, we are not covering the cost of those free and reduced lunches with the orders from other students. Our Monday and Tuesday vendor went out of business over winter break and did not inform us. We found out through social media. Ms. Jenn did an amazing job of reaching out to local businesses to find replacements. Mondays will now be with Seaside bagels and Tuesdays will be with Jersey Mikes. Ms. Brittany worked with the companies to get their menus set and we were able to offer lunches this week.

**14. After School Program Update**

- Alphabest is running aftercare. Numbers are low in the charter and higher at the children's school. The program has been running well.

**Financial Report (Treasurer's Report – Kari Namiot):**

\*\*\*update this from the board packet

February Bank numbers:

298729.03 Main Bank Account

\$253,000 Live Oak Bank

\$255,000.63 NBKC

State made the funds drop \$46000

**OLD BUSINESS/NEW BUSINESS:**

**Old Business:**

Alicia Rheel presented the 2022-2023 Calendar. Kari Namiot made motion to approve the calendar and Eric Jelinski seconded. Vote was held and the calendar passed with one no vote and the rest of the votes were affirmative.

Brian Corrigan gave update on the construction of the outdoor classroom and multipurpose building. The builder wants to revisit how the stage will be built on the ground to make sure it is safe and sturdy. This month should be able to get the county approval. Brian going to 3 different banks to discuss funding the multi-purpose building. The note will be held between the two properties. 20-year loan on the multipurpose building will be about \$5,500/mo payment. Looking at 25-year option. Brian gave detailed overview of the building plan that includes music room, bathrooms, PE office and storage rooms. Borrowing \$700,00-900,000

**New Business:**

Melinda Cummings would like to meet with the newest board members at the school and give a school tour.

Melinda Cummings would like to assign a mentor to each new board member.

Jeremy Linqvist brought up bikes in schools grant, they bring bikes to school and teach the kids about proper riding and road skills. Jeremy will find out more information and share it with Alicia.

Eric Jelinski made motion to go into closed session to discuss hiring at 8:32pm, Jill seconded the motion. Vote was unanimous. Came out of closed session at 8:40pm.

Jill Davenport made a motion to hire Anne Marie for a EC 1 on 1 grant funded position, Renae seconded the motion. Vote was held and unanimous.

Jill Davenport makes motion to adjourn, Kari Namiot seconded the motion to adjourn. Vote was held and unanimous.

Eric Jelinski made motion to adjourn the meeting, seconded by Melinda Cummings. Unanimously approved. Meeting was adjourned at 9:23pm.

**REMINDERS:**

- Next Executive meeting is Wednesday, March 10<sup>th</sup> at 10:00 a.m. via Zoom
- Next Meeting – Wednesday, March 16<sup>th</sup> at 6:00 p.m