

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

1.19.22

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

Time: 7:10 PM

Board Members Present: Melinda, Eric, Kari, Renae, Miranda, Pamela, Whitney, Jill, Jeremy and Michael

Not in attendance: Nicole

Staff in attendance: Alicia, Carrie and Brian.

Jeremy 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:

This was held at 8:01pm

Public comment was opened, there were 5 visitor guests via Zoom.

Melissa Masters-Stark spoke during public comment

Jennifer Ship did not speak

Sara Richmond did not speak

AnLo spoke during public comment

Jackie spoke during public comment

FSA Liaison (Kari):

Finalizing details of bowling night scheduled for February

There will be a takeout night in February

Looking for help with the Tinted Turtle Trot and for sponsors for the event

FSA will not do the Valentines flower sales this year, they are letting the 8th graders conduct it as a fundraiser for their 8th grade celebration.

Meeting Agenda:

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

Previous Minutes:

Jill motioned to approve the previous months minutes inclusive of the suggested edits, Whitney seconded. Unanimously approved.

Covid/mask policy update:

Alicia gave update on numbers since the return from the holiday break, there have been 25 student cases and close exposure with need to quarantine and 6 staff members.

Alicia reviewed and presented the NC Toolkit recommendations and what IMS follows for masks, symptomatic and asymptomatic policy.

Jeremy made motion to let the mask policy lapse on January 21st and will allow parents to make the decision on whether their kids wear masks going forward. Renae seconded the motion. Extended debate and discussion about mask policy. 4 votes in the positive, 6 votes in the negative. The motion failed.

Eric made motion that masks will continue to be worn until the next IMS Board meeting in February, Melinda seconded the motion. Vote was held and there were.

Jeremy made motion that IMS treat all the kids in the classroom the same regardless of their vaccination status. Motion was not seconded.

Communications Director Update (Blair):

See update 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:

No update

Marketing Update: None

Fundraising Update: None

Academic Update (Susan):

Susan taught a lesson to a lower elementary classroom recently when she was subbing in the classroom. So she demonstrated at the meeting how the math lesson is taught about how to learn to write numbers using numeral cards using a 3 period lesson.

HOS Report (Alicia):

The following information is provided to the Board of Directors:

Enrollment

Grade Level	Active Enrollment
Kindergarten	27
1 st Grade	25
2 nd Grade	23
3 rd Grade	24
4 th Grade	24
5 th Grade	24
6 th Grade	23
7 th Grade	17
8 th Grade	18
Total	205

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			
March			
April			
May			

Important Dates:

- January 21st - Progress Reports go home
- January 26th - Full day of School for staff and students
- January 24th - Start of Raffle Ticket Sales
- February 11th - End of Raffle Ticket Sales
- February 18th - Raffle Ticket winner selected

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.

0. **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 are getting better understanding of progress monitoring and tracking growth or lack of progress.
- MAP testing is under way last week and this week. Mid year growth will be reviewed with teachers and gaps identified for lesson planning.

0. **COVID Update**

- IMS continues to work with NHC DHHS as well as follow recommendations set in the NC School Toolkit.
- COVID numbers have been a process to keep up with. It is a full time job to keep up with dates and exposure tracking.
- The state is requiring a face covering policy be approved by the board and reviewed each month.
- The Quarantine Classroom is being used by students home for quarantine. Most have fallen around a weekend so only a day or two of school is being missed.

0. **Communications Update**

Communication Report - Blair Williams

Service Learning Updates

- We had a guest speaker from **Good Shepherd** visit with our Upper Elementary students to inform them about their services and needs for our warm clothing drive. Classes are excited for the donation drive for them, as well as doing other kind acts in the future.
- Ms. Elizabeth's UE art students worked on hand made scarves for Vigilant Hope. She and I took two bus loads to make the delivery and for them to see and learn more about their program.
- A small group of students will be volunteering at **Foster Pantry** this month and we hope to partner more with them since a family at our school is part of this group.
- I had a meeting with **Morningside** to discuss ways we can partner with them again. Unfortunately, they have had Covid cases and are not open for volunteers at this time. We hope to meet again and try to make plans for partnering again next year.
- 4H meeting -
- We took this month off from our regular service learning outings due to MAP testing, shortened weeks, and the organizations themselves needing a month off. The regular weekly routines will pick back up in February.

January Donation Drive - Warm Clothing for Good Shepherd & Vigilant Hope

- Families were sent information home at the beginning of the year to encourage them to go through their closets to donate gently used clothes for these organizations that serve friends experiencing homelessness.
- Middle School and Upper EL representatives were scheduled to visit both the Children's School and Lower EL classes to talk to them about Vigilant Hope, Good Shepherd, and their needs for the clothing drive. However due to risk of cross contamination, I visited each class to present on our drive.

Paw4People

- Our school will be doing a donation drive for them in February
- Alumni [Eva Grayson Davenport](#) will be visiting with the Lower EL and Children's School to teach them how to make blankets that will be donated to Paws4People and the Humane Society.

- We plan to partner our drive with our Family Bowling Night and encourage families to bring in donations for these organizations then.

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 will be able to visit the CFRW lab and learn the process of testing each sample.

Vigilant Hope

- I plan to attend a meeting with them this month to learn more about ways our students can be involved with Vigilant Hope.
- I would love to be able to schedule more mornings for our students to attend their community breakfast.

Passion Projects

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Grant Writing for Passion Project

- Last month 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.
- Together we completed the application with her ideas, research, and budget for materials. Application deadline was January 2nd and we hope to hear back in February.

Global Youth Service Day

- GYS Day is in April and celebrated the last week of that month. I have asked Ms. Wanda to partner with me in hopes of creating a school wide 'Week of Serving' where on campus projects can occur, as well as off site volunteering. We plan to meet this month to gather information and will share with staff at the beginning of February.

Communications

- Edits have been made to the Preschool page to reflect the increase in tuition
- Lottery information has been posted and updated on the website
- A new 'Video Tutorial' has been created and shared on the homepage of our website
- *Still needing [Pamela Thigpen](#) bio and picture
- Ordered socks for our Raffle Fundraiser
- Designed and ordered raffle tickets as well. Packets will be put together and distributed Monday, January 24th
- Alicia and I worked together on a video to encourage families and students to sell the tickets. We also have an initiative incentive calendar to roll out each week during the drive to encourage more participation.

0. Marketing Update

- *Raffle Tickers are in. Blair and I are working on some marketing videos to get students excited along with some fun incentives for students to increase sales.*

0. Facility Update

- Mr. Jon painted and freshened up the front entry over winter break. New floor boards, paint and trim. There is significant wear and tear around the doors and windows. This will need to be a future project.
- Grant to purchase benches for the outdoor classroom is complete. The benches have been put together and are already out in the cleared space.

0. Compliance Reporting

- All required reports are being submitted as needed.

0. HR/Policies & Procedures Update

- Face Covering Policy revisit
- COVID policies
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0. Professional Development

- Guest Speaker from UNCW met with staff via zoom on Friday to discuss the history around Wilmington and education including racial biases and what we can do as educators to teach our students.
- Resilience training has been rescheduled due to scheduling and staffing conflict with the company assigned to our school.
- Teachers are reflecting on their PDPs and submitting those to me.

0. 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.

0. 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.

0. EC Update

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

0. 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.

0. 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):

January Bank numbers:

298729.03 Main Bank Account

\$252,892.89 Live Oak Bank
\$250,584.63 NBKC

State made the funds dropped \$882,902

The free and reduced lunches are running at a deficit of about \$1200. Had discussion about future ideas if it continues to be an issue, but it is not an issue right now just an FYI.

Brian put the Amazon Smile numbers into one of the folders

OLD BUSINESS/NEW BUSINESS:

Old Business:

Brian gave update on the building design and the outdoor classroom. He presented copy of the survey/site plan showing the outdoor classroom. He is waiting on a few more bids for that. The multi purpose building plan is being finalized and almost ready to be sent to the county for approval. Once he has that approval he will move forward to the bank for the loan.

Outside employment issue had come up previously from Children's School. It took a few months to get it all developed, but Michael and Melinda wrote a policy to include in the parent and staff handbook. There was discussion about some of the language if it was purposefully left as broad as possible.

Eric made a motion to accept the outside employment policy as written, Jill seconded the motion. Motion carries unanimously.

New Business:

Eric made motion to go into closed session, Jill seconded the motion. At 9:13pm went into closed session. Came out of closed session at 9:15

Eric made motion to hire news that were presented in closed session be hired. Kari seconded the motion. Unanimously passed.

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

REMINDERS:

- Next Executive meeting is Wednesday, February 17th at 10:00 a.m. via Zoom
- Next Meeting – Wednesday, February 23rd at 6:00 p.m