

# ISLAND MONTESSORI CHARTER SCHOOL

## BOARD OF DIRECTORS MEETING MINUTES 7.19.23

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

Board Members Present: Eric Jelinski, Renae Harris, Emily Elmore, Whitney Wilson, Kate Medero, Pamela Thigpen, Nicole Smith, Mark Turner, Jill Davenport and Michael Davenport, Tyler Howell joined via Zoom 7:18pm

Not in attendance: Jeremy Linquist

Staff in attendance: Alicia Rheel, Brittany Ivey

Guest: none

Eric Jelinski 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:**

No visitors in attendance

### **FSA update that Alicia shared:**

No update this month other than Panera fundraiser night on 7/19

### **Meeting Agenda:**

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

### **Previous Minutes:**

The June meeting minutes will be sent for an email vote as soon as Renae Harris can retrieve them from her computer that crashed.

### **Academic Update (Alicia gave update tonight):**

Included in the Head of Schools report

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

Blair is off for the month of July so no report this month.

### **Diversity committee:**

**Fundraising Update:**

**HOS Report (Alicia Rheel):**

The following information is provided to the Board of Directors:

**Enrollment**

<b>Grade Level</b>	<b>Active Enrollment</b>
<b>Kindergarten</b>	27
<b>1<sup>st</sup> Grade</b>	26
<b>2<sup>nd</sup> Grade</b>	25
<b>3<sup>rd</sup> Grade</b>	25
<b>4<sup>th</sup> Grade</b>	24
<b>5<sup>th</sup> Grade</b>	24
<b>6<sup>th</sup> Grade</b>	24
<b>7<sup>th</sup> Grade</b>	21
<b>8<sup>th</sup> Grade</b>	21
<b>Total</b>	218

**Student Discipline Report**

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

<b>Month</b>	<b>In School Suspension # students / # days</b>	<b>Out of School Suspension # students / # days</b>	<b>Incident reports to office Major/minor</b>
<b>August</b>			
<b>September</b>			
<b>October</b>			
<b>November</b>			
<b>December</b>			
<b>January</b>			
<b>February</b>			
<b>March</b>			
<b>April</b>			
<b>May</b>			

**Important Dates:**

- August 14th - All staff returns
- August 16th - Board Meeting
- August 21st - PD for parents - Positive Discipline

- August 23rd - Charter open House
- August 28th - First day of school

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

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

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

##### *Goals for the 2023/2024 School Year*

- *Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations*
- *Continue to grow three-year cycles through vertical planning and collaboration.*
- *Strengthen all aspects of math, aligning Montessori lessons, three-year cycles, and state standards*
- *Build connections between school, families, and the community.*

#### **0. Mission-Based Program and School Improvement Initiatives Updates**

- Planning for two weeks of staff work days in August
- Summer Reading Camp is running well and attended consistently.
- Strategic Plan is being transitioned into a family-friendly version and planning an education event

#### **0. Communications Update**

- none at this time. Blair is helping me update our Communication plan.

#### **0. Marketing Update**

- o *none at this time.*

#### **0. Facility Update**

- Chicken Coop is complete - chicks will be here in the fall.
- Some summer projects are under way and classroom movements are beginning.
- New Building - painting is happening, vents and AC/Heat are installed.

#### **0. Compliance Reporting**

- o The signed Charter Agreement has been received
- o All state requirements are being submitted
- o The audit is scheduled for the beginning of August.

#### **0. HR/Policies & Procedures Update**

- [calendar creation](#) of policy reviews, updates, and committees - 2023-2024 school year
- Application and Enrollment updated policy - edits and approval?
- interviews are being conducted for current openings

#### **0. Professional Development**

- o *Positive Discipline is scheduled for Monday/Tuesday August 21st and 22nd for all staff as well as a parent night Monday August 21st.*
- o *Working with Sheriff's department to schedule ALICE training*
- o *Working with DPI to schedule MTSS training*
- o *Diversity committee will be giving a staff training*
- o *Patty Barshay will be coming to work with the staff in August*

**0. Strategic Plan Update**

- o LAST READ AND EDIT - FINAL VOTE JUNE/JULY

**0. IT Update**

- o John is inventorying Chromebooks this summer. Quite a few are in need of new keyboards, mouse pads, etc.

**0. EC Update**

- o *The current headcount is 43.*

**0. Nutrition/Lunch Program Update**

- o Working through final payments/invoices from this past year and beginning to set up vendors for next year.
- o Plan is to continue to offer Free and Reduced Lunch through NHCS lunch program.

**0. After School Program Update**

- o Alphabest will be our aftercare program for the 2023-2024 school year.

**Financial Report (Treasurer's Report – Kate Medero):**

July Bank numbers:

\$250,000 United Bank (Main Account)

\$557,494.60 United Bank (Extended FDIC Acct)

\$254,193.24 Live Oak Bank

Brittany Ivey presented that the Charter School is just under \$214,000 in the hole. Brittany looked at the last 3 year planning budgets and could see where Brian Corrigan had expenses over estimated every year historically so there is cushion in the budget. The state has not approved a budget yet.

Jill Davenport made a motion to pass the 2023-2024 budget that Brittany presented. Nicole Smith seconded the motion. Vote was held and motion passed unanimously.

Brittany Ivey gave \$119,000 in the positive at end of 2022-2023 budget year.

**OLD BUSINESS/NEW BUSINESS:**

**Old Business:**

Brittany Ivey gave update on the new building: Gym floor going in next week and then it will be shut down the following week to paint the lines on the floor. The other flooring in the building is completed.

The contractors will begin grading out the surrounding land. August 15<sup>th</sup> estimated completion date if all final inspections go accordingly. Planning to do a ribbon cutting once there is a final completion date, but will be after school has started back. Discussion on ways to raise funds and donations to outfit the inside of the new building with tables, chairs, music instruments, sports equipment, etc.

### **New Business:**

Alicia Rheel presented updates on the IMS Charter School Handbook. Whitney Wilson made a motion to approve the Charter Parent Handbook, Eric Jelinski seconded the motion. Vote was held and passed unanimously.

Alicia Rheel presented updates on the IMS Employee Handbook. Jill Davenport made a motion to approve the revisions to the Employee handbook and Pamela Thigpen seconded the motion. Vote was held and passed unanimously.

Jill Davenport made motion to add new board members Mark Turner and Tyler Howell to the IMS Charter School Board. Eric Jelinski seconded the motion. Vote was held and passed unanimously.

Melinda Cummings made motion to elect Whitney Wilson as President, Nicole Smith as Vice President, Kate Medero as Treasurer, Pamela Thigpen as Secretary. Renae Harris seconded the motion. Melinda asked if there were any other names from the floor to nominate. There was none. Vote was held and passed unanimously.

Nicole Smith shared the shoutout that Emily Elmore had given during the Children's School Board meeting:

Emily Elmore gave shout out to Melinda Cummings, Eric Jelinski and Renae Harris, our outgoing board members, for their service to the school. Emily shared thoughts and reflections about each of them and their contributions and special memories. Thank you for their time and commitment to IMS.

Whitney Wilson presented some of the feedback from the annual evaluation of Alicia Rheel. There were many pages of positive feedback, including how much they like seeing Alicia in the car line and her excellent school communications.

Renae Harris made motion to go into closed session at 8:02pm to discuss staff contracts and employee update. Eric Jelinski seconded the motion. Vote was held and passed unanimously.

The board voted to come out of closed session at 8:31pm. Melinda Cummings made motion to end closed session, Jill Davenport seconded the motion. Vote was held and passed unanimously.

Jill Davenport made a motion to accept the contract for the hiring of the new EC middle School teacher. Nicole Smith seconded the motion. Vote was held and passed unanimously.

Melinda Cummings made motion to approve all staff contracts presented by Alicia Rheel for the 23-24 school year. Nicole Smith seconded the motion. Vote was held and passed unanimously.

Melinda Cummings made a motion to adjourn the meeting at 8:33pm and Nicole Smith seconded the motion. Vote was held and passed unanimously.

**REMINDERS:**

- Next Executive meeting is Friday, August 11th at 9:30 a.m. via Zoom
- Next Meeting Wednesday, August 16th at 7:00 p.m.