

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTORS MEETING MINUTES  
09.15.21**

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

Time: 7:12 PM

Board Members Present: Melinda, Eric, Kari, Jill, Miranda Brothers are present. Michael is attending remotely. Renae is absent this evening.

Staff in attendance: Alicia, Brian, Carrie. Susan and Blair are attending remotely.

Melinda started 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 Liaison (Kari):**

- RESCHEDULED: Back to school event on Tuesday, September 28th from 5-9pm Glow Golf (September 9<sup>th</sup> cancelled due to inclement weather)
- Annual alternative fundraiser went out this week.
- \$100 Grant application open for teachers
- Blair inquired about writing a grant for service learning project
- Spirit gear - For sale through October 4th.
- Looking for volunteers for Fall Festival committee
- All staff will be gifted with Spirit Gear

**Meeting Agenda:**

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

**Previous Minutes:**

Kari motioned to pass the August meeting with edits. Jill seconded. Unanimously approved.

**Communications Director Update (Blair):**

**Service learning happenings:**

- Sept. 10, Friday: partnered with CF Volunteer Center first responders served lunch. Cards were given to the responders.
- Sept 15, Today: Guest speaker from Skywatch to Middle School

Blair surveying middle school as well as involving the entire school to find out interests and bringing them back to IMS theme- Back to our Roots into action and service.

**Covid Update/Reopening:**

Face Covering Policy presented by Alicia per mandate. Jill motioned to accept policy and Melinda seconded. Unanimously approved. This has been added to our Covid handbook. Alicia works closely with NHC DHHS as needed. Quarantine google classroom for students in quarantine overseen by Susan.

Currently have 4 students home due to exposures, and one that is home. All exposures occurred off campus.

**Diversity committee:**

- Melinda appointed co-chair Latoia Brown (Executive Director at Dreams).
- Meeting today with nine attendees. Plan of action to be drafted.

**Marketing Update:** None

**Fundraising Update:** None

**Academic Update (Susan):**

Update on lesson mapping language will be used instead of lesson planning in effort to rebrand lesson planning. Teachers have started submitting these plans to increase staff satisfaction through reflection, goals, accomplishment and happiness. Feedback is positive. Personal Development was today with focus on vertical planning. Laid groundwork for communication. Bonding with staff was experienced.

Updating the quarantine classroom and lessons for cultural diversity, labor day and spanish heritage. Blog published last week. Link: <https://www.smores.com/1fy4t>

**HOS Report (Alicia):**

<b>Grade Level</b>	<b>Active Enrollment</b>
<b>Kindergarten</b>	27
<b>1<sup>st</sup> Grade</b>	25
<b>2<sup>nd</sup> Grade</b>	23
<b>3<sup>rd</sup> Grade</b>	24
<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>	17
<b>8<sup>th</sup> Grade</b>	18
<b>Total</b>	206

**No disciplinary incidents to date.**

**Updates/Goals/Committee Reports**

### **Important Dates:**

- September 15th (today) Professional Development -½ day
- Glow Golf -Sept 28th 5-9pm on campus
- September 21-International Day of Peace

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

#### **1. Academic Achievement and 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:** Webinar in October with more details. Beginning of Self-study work underway with Academic Committee, Holistic approach with Board, staff and teachers.
- Teachers have begun submitting their lesson maps and while they are working through a process that works best for them, they are planning and reflecting which will strengthen their practices in their classroom environments.
- Ms. Melissa is working on groups for Tiered intervention for reading.
- BOG completed 3rd grade only by law. Going through next steps to track data and develop proficiency.

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

- Numbers are continuing to rise in the county. IMS continues to work with NHC DHHS as well as follow recommendations set in the NC School Toolkit.
- Currently, 84% of our staff is vaccinated. This includes our contracted service providers. We have two other staff members that are planning to get vaccinated which will move us to 89% vaccinated.
- The state is requiring a face covering policy be approved by the board and reviewed each month. This has been added to the board packet for initial reading.
- Quarantine Google Classroom is set up for students to be enrolled as needed. The overall classroom is run by Susan with the ability for families to connect as needed and students to have choice while home.

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

- Blair is working on International Day of Peace with different events for each level. She has also created sites for Service Learning to begin and is meeting with the middle school students to get everything going.

#### **5. Marketing Update**

- None at this time.

## 6. Facility Update

- Federal grant has been written and awaiting approval for building maintenance (exerior door repairs and bench replacements)
- We had two smart boards and projectors donated by a family. Jon is working with John to get those set up for use.

## 7. Compliance Reporting

- No new information about the audit at this time. Brittany is waiting for reports or further requests from the Auditor.

## 8. HR/Policies & Procedures Update

- Dual Enrollment Policy- Presented by Alicia. Melinda motioned to accept, Jill seconded and approved unanimously.
- Face Covering Policy- Presented by Alicia. Melinda motioned to accept, Jill seconded and approved unanimously.
- Specials Update

## 9. Professional Development

- Staff met today(9/15) for their first 1/2 day PD session. Today the groups met to start initial steps of vertical planning. The academic committee had previously met to review the transition guides. The groups today also reviewed these to focus on a 3 year cycle of achieving the items on these guides. The next steps will include - updating or creating our own version of these guides; developing a scope and sequence for the three years to achieve these items; record keeping/portfolios to show attempts/progress of these items.

## 10. Strategic Plan Update

- The Admin and Academic Committee will be working through an Essential Elements Rubric from National Montessori For the Public Sector. This will help build the work of reviewing and rewriting the Strategic Plan in the 2022-2023 school year.

## 11. IT Update

- John has worked to clean up some unnecessary groups in our google account as well as staff and board members that are no longer with our school.

## 12. EC Update

- Currently, there are 38 EC students with 1 referral for services - **That is 17.8% of our student population.**

## 13. Nutrition/Lunch Program Update

- Lunch program is off and running. We are still working to find a Monday Vendor. All other vendors are getting good ordering rates and getting here on time.

## 14. After School Program Update

- Alphabest has begun aftercare. Numbers are low on some days and higher on others. The program has been running well.

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

\$130,820 in the positive

\$435,000 in the bank

\$252,000 in Live Oak  
\$250,000 NBKC

September Monthly Bank Numbers:

Monthly Bank Numbers			
1			
2			
3	IMS:	\$120,513.24	09/07/21
4	Fundraising:	\$885	09/07/21
5	Scholarship:	\$9,421.99	09/07/21
6		<u>\$130,820.23</u>	09/07/21
7			
8	CFMV:	\$305,234.25	09/07/21
9	PPP Loan:	\$1.00	09/07/21
10	Live Oak Bank:	\$252,471.61	09/07/21
11	NBKC Bank:	\$250,542.78	09/07/21
12		<u>\$808,249.64</u>	09/07/21
13			

### **Fiscal Operations Update:**

Brian reports the state budget did not pass in September.

Melinda motioned to close the PPP loan bank account that has \$1.00, Jill seconded. This motion passed unanimously.

### **OLD BUSINESS/NEW BUSINESS:**

#### **Old Business:**

Brian updated with progress on the foreign language position. We currently have a qualified substitute who is considering this position, but would not start until January 2022.

Eric updated with progress on 2 to 4 available board positions. Submitted candidate applications have been reviewed and 6 individuals will be met, interviewed and then report their experiences back to the Board and may invite them to the October meeting to meet the full Board.

#### **New Business:**

The Board Handbooks will be coming soon. Melinda will be working closely with staff and other board members to create a handbook.

Jill motioned to move into closed session, Eric seconded the motion. Unanimously approved.

Moved into closed session at 8:19PM.

Moved out of closed session at 8:21PM.

Jill motioned to hire the Environmental Education candidate reviewed by Brian. Melinda seconded. This hire is unanimously approved.

Jill motioned to adjourn the meeting, seconded by Melinda. Unanimously approved. Meeting was adjourned at 8:22PM.

### **REMINDERS:**

- Next Executive meeting is Thursday, October 14th, 2021 at 10:00 a.m.

- Next Meeting – Wednesday, October 20th at 7:00 p.m

**Upcoming Events:**

- Glow Golf -Sept 28th 5-9pm on campus

**ACTION STEP ITEMS:**