

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES 10.19.22

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412
Time: 7:12 PM meeting called to order

Board Members Present: Melinda Cummings, Renae Harris, Kate Medero, Pamela Thigpen, Whitney Wilson, Miranda Brothers, Nicole Smith, Jeremy Linqvist, Emily Elmore, Michael Davenport joined the meeting at 7:23pm

Not in attendance: Jill Davenport

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

Guest: none

Kate Medero 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 from Alicia:

- Pumpkins & Potluck
 - Great turn out! A big thank you to all of the teachers and staff that offered themselves up for pie in the face, and to all of the families that came out and provided food and supplies.
- Papa Murphy's Take-Out Night made \$322!
- Alternative Fundraiser only made \$3,490 (out of a goal of \$5k) and no matching donor was found.
- Tinted Turtle Trot
 - T3 design winner chosen (Alana Hodge, 4th grade)
 - FSA is lacking volunteers for this event, and really needs help with sponsorships in particular.
- Upcoming events
 - Cocoa Glow on November 10 (18 hole glow golf course set up right on campus). A&M's Red Food Truck will be on site and Middle Schoolers will be selling goodies to raise money for their school dance.
 - Book Fair is November 14-18 and students will have the opportunity to invite a special guest (such as a grandparent) to lunch and take them to the book fair after.

- o Holiday Bazaar on December 4 at Courtyard Marriott in CB.
- o An encore take out night with Papa Murphy's on January 11.
- o 2nd Chance Prom will be held at Ironclad Brewery February 18. Event details are still being worked out but ticket sales are expected to start soon.
- o The annual freak-out party is being replaced with a PJ party themed talent show at the CB rec center in March.
- o T3 in April... registration will open soon.

Meeting Agenda:

Rena Harris made a motion to approve the agenda with Melinda Cummings additions. Jeremy Linquist seconded the motion. Vote held and passed unanimously.

Previous Minutes:

Melinda Cummings made a motion to approve the September meeting minute with the changes Jill Davenport had suggested. Jeremy Linquist seconded the motion. Vote was held and passed unanimously.

Communications Director Update (Blair):

Communications

- Great feedback on social media posts so far this year. Plan to continue our weekly highlights posts on Friday's but would like to add more throughout the week.
- Website Updates:
 - o Weekly Snapshots tab has been added under the Parent Menu
 - o Community Calendar tab has been added under our Calendar Menu
 - o Waiting to receive updated staff photo files from Dana Jackson.
- Presenting at the parent workshop next week about our website updates, digital sign, Everbridge app and social media platforms so parents know how to stay connected.

Service Learning

Communications

- Hearing concerns from parents about receiving too many EverBridge communications from various outlets - school, FSA, teachers. Wondering if we can streamline this some?
 - o FSA only sending monthly newsletters and FSA event updates/reminders
 - o Teachers - weekly/monthly newsletters? Could we have a link to their newsletter that goes on the website and parents can click each week/month to learn about what's taking place in the classroom? I think that was an option years back. This would just eliminate some of the emails but offer a place for parents to visit when they want to know what is happening in their child's classroom.
 - o Blair - Weekly Snapshots (Friday's) & Donation Drives (beginning and end of each month)

Service Learning

- 8th Year Program

- o This month we started serving off campus with students! Students have been proudly wearing their service learning shirts on campus and for our trips - so exciting!
- Saturday Serves
 - o Our next one will be with First Fruit Ministries to volunteer in their Food Pantry. A representative from their organization will visit this week to present to Middle School and UE students.
 - **Food Pantry - November 5th** (*aimed for 5th-8th grade families*)
 - DIY Birdfeeders & Skywatch Presentation - February 4th
 - Global Youths Service Week - TBD
 - o Beach Sweep was a great turnout from all grade levels. Hoping our next one in November will be successful as well.
- October Donation Drive
 - o This month we participated in a toiletry drive for First Fruit Ministries. We encouraged families to bring items to our fall festival and will collect items until October 21st. These items will be delivered when we volunteer at their food pantry in November.

Diversity committee: Melinda Cummings is looking for new members to join the diversity committee. Committee has met and is working on their strategic plan and will hopefully have it ready by December. Looking for businesses to connect with to increase diversity on the board as well as help advertise the lottery for the Charter School to increase reach of the school.

Fundraising Update: None

Academic Update (Alicia gave update tonight):

Alicia shared with us that in the vertical planning meeting discussed why and how we teach cursive in Montessori. Alicia presented to us how the students learn cursive using boards by presenting it to the board as if they were the students.

HOS Report (Alicia Rheel):

The following information is provided to the Board of Directors:

Grade Level	Active Enrollment
Kindergarten	27
1 st Grade	25
2 nd Grade	25
3 rd Grade	24
4 th Grade	23
5 th Grade	24

6 th Grade	24
7 th Grade	22
8 th Grade	20
Total	214

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			
November			
December			
January			
February			
March			
April			
May			

Important Dates:

- October 28th - 1/2 day for students - Teacher work day in the afternoon
- October 31st - no school - teacher work day
- November 10th - Cocoa Glow Golf
- November 11th - No School - Veterans Day

Updates on Goals/Issues for Discussion

Data for Reporting/Discussion

1. Academic Achievement

Goals for the 2022/2023 School Year

- Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations
- Create and set expectations for collaboration amongst team levels (vertical planning)
- Define and strengthen core reading for all grade levels to align with Montessori and State standards.
- 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***
- Staff had 2nd vertical planning session to discuss transition guides and collaboration
 - Teachers and staff have completed the state-required 6 hours of SEL/MH training
 - MAP BOY assessments are complete. Teachers will be sharing with families during conferences.
 - Ms. Tara received the Go Grant this year to support the expansion of the tortoise home and chicken coop
 - OCS sent a letter that we are not being requested for an interview with the Charter Advisory board and that OCS will be recommending the school for a full renewal!
0. ***Communications Update***
- See notes from Blair under the communications item
0. ***Marketing Update***
- ***Planning marketing pamphlet to be mailed out to prospective parents.***
 - ***Lottery Information Night dates are being set, and posters are being created. *Will be ready for Board at the November meeting***
0. ***Facility Update***
- Upper Elementary Building has had some repairs under the building
 - Middle School building had to have a rodent removed from under the building
 - Middle School bathroom doors have gotten new handles
 - Children's school is getting latus under the ramp by the playground.
0. ***Compliance Reporting***
- All required reports are being submitted
 - Audit is complete and being submitted to the state.
0. ***HR/Policies & Procedures Update***
- [calendar creation](#) of policy reviews, updates, and committees
 - dress code
0. ***Professional Development***
- *Alicia is a part of a Equity Fellowship with the state. Monthly meetings around a variety of topics and support to build equity in schools.*
 - *Montessori training for TAs and new staff will begin in November.*
 - *Ms. Blair will be attending a Service Learning Conference in April.*
0. ***Strategic Plan Update***
- Data collection will begin in November and December
 - Rough Draft will be created in January with the hope of first read to the Board in February.

0. *IT Update*

- John is helping with teacher needs.

0. *EC Update*

- *Current headcount is 47.*

0. *Nutrition/Lunch Program Update*

- Lunch program has vendors for all 5 days
- We currently have 29 students that are qualified and ordering free/reduced lunches.

0. *After School Program Update*

- Alphabest is running well. They have a larger number of students signed up this year.

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

September Bank numbers:

\$208,383.04 United Bank (Main Account)

\$254,765.91 Live Oak Bank

\$250,084.08 NBKC

\$250,000 Truist

Last week Nicole, Jeremy, Renae, Pamela and Kate all met to discuss options to support the lunch program financially. Need help generating list of new corporations to the Wilmington area that we could ask for donations.

OLD BUSINESS/NEW BUSINESS:

Old Business:

Recap of time with Susan: board members gave feedback about how much they enjoyed the time and how great the training was. Also, how the leadership is being built up within the board to carry on.

Brian Corrigan spent 4 hours with the builder yesterday working on budget for the building. Best case scenario going to permitting next week. Hoping for the building to be delivered at the end of January and completion by summertime hopefully.

Dress code policy review updates:

Whitney shared that she likes the policy as is after reading it. Other board members shared some thoughts about being more specific on body parts and undergarments. Alicia Rheel is going to draft a new copy based on the premise of being more gender neutral for the board and some parents and students to review as well.

Permitting is happening for the new multipurpose building. Feedback has come back from the different departments with the county to address any concerns they have. Will continue to move forward as quickly as possible. Week after next Brian is going to look at church recreation center in Whiteville because of the type of flooring they are using that he wants to use in the multipurpose building.

New Business:

Melinda Cummings gave a shout out to Nicole and Alicia because they worked on the grant from Novant hospital to submit on time. Lots of work since it was a \$200,000 ask on the grant. We all really hope the school gets it.

Children's School is looking to add a few new members and has put out an application on the website. Will continue to try to advocate for non-parents to be added to the board, general community members are welcome to apply.

Planning to skip having a meeting in December for Children's School and Charter School.

Alicia Rheel said that November 22nd is a staff meeting day and to have a meet and greet with the board at 3:30pm, more plans for that will be forthcoming. Also, in January will also do a walk through with Carrie and Alicia and then Board members can sign up for observations in classrooms in February.

Rena Harris made motion to adjourn the meeting, seconded by Melinda Cummings. Vote was held and unanimously approved. Meeting was adjourned at 8:39 pm.

REMINDERS:

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