

# ISLAND MONTESSORI CHARTER SCHOOL

## BOARD OF DIRECTORS MEETING MINUTES 9.21.22

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

Time: 7:05 PM meeting called to order

Board Members Present: Melinda Cummings, Renae Harris, Kate Medero, Pamela Thigpen, Michael Davenport, Whitney Wilson, Miranda Brothers, Nicole Smith, Jill Davenport, Jeremy Linquist joined via zoom

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

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 from Alicia:**

Alicia Rheel just completed fall teacher grants. \$100 in spring and \$100 in the fall or \$200 all up front. Meeting to get Tinted Turtle Trot up and going for the year. Fall Festival is planned on October 13<sup>th</sup>. Advertising will start soon for Second Chance Prom at Ironclad Brewery at end February. Part of the proceeds will go to our lunch program. Winter Bizarre will be at Marriott Courtyard again

### **Meeting Agenda:**

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

### **Previous Minutes:**

Eric Jelinski made a motion to approve the August meeting minute. Melinda Cummings seconded the motion. Vote was held and passed unanimously.

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

State has phased out the school toolkit and the covid mask policy voting requirement has also been removed.

### **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:
  - Weekly Snapshots tab has been added under the Parent Menu
  - Community Calendar tab has been added under our Calendar Menu
  - 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**

- 8th Year Program
  - This year our 8th years will be divided into groups of 4 students and will be visiting our three locations: Foster Pantry (Tuesdays), Rise Up (Wednesdays), and Skywatch (Thursdays).
  - Students completed a survey this month answering questions about service learning and ranking their choices for location to serve. Almost all students received their first choice while just a handful received their second.
  - For the month of September, I am pulling each group individually in the afternoon to go over their groups, expectations, permission slips, etc.
  - This year I am implementing a reflection piece where students will type a reflection of their time and submit to our Service Learning Google Classroom.
  - Over the summer I worked with Foster Pantry to help create a curriculum for students so they are not only involved in the process of organizing and sorting for the organization, but going in depth more about their cause and foster care in NC.
  - Lastly, I used the FSA teacher grant to purchase [Service Learning shirts](#) for each 8th grade student to wear when we are off site volunteering.
- [Saturday Serves](#)
  - This year I wanted to encourage our families to come together quarterly for volunteer days. These include:
    - Beach Sweep - September 24th
    - Food Pantry - November 5th
    - DIY Birdfeeders & Skywatch Presentation - February 4th
    - Global Youths Service Week - TBD
  - At this point in time, we have 54 individuals signed up for our beach sweep! I am encouraging families to wear their IMS gear to show our community how we give back. Should be a great time and I look forward to sharing images on our social media!
- [September Donation Drive](#)

- This month we are collecting ‘Change for Change’ for Welcome Home Angel. I presented to each of the LE classes. I’m encouraging UE to use 6th year representatives to research each donation drive and present to their peers during the first community meeting of each month. So far we’ve received lots of coins and dollars. Can’t wait to see how much we raise by September 30th!

**Diversity committee:** No update for this month

**Fundraising Update:** None

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

Alicia does not have an additional report tonight.

**HOS Report (Alicia Rheel):**

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	25
3 <sup>rd</sup> Grade	24
4 <sup>th</sup> Grade	24
5 <sup>th</sup> Grade	24
6 <sup>th</sup> Grade	24
7 <sup>th</sup> Grade	22
8 <sup>th</sup> Grade	20
<b>Total</b>	<b>215</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			
October			
November			
December			
January			
February			
March			

<b>April</b>			
<b>May</b>			

**Important Dates:**

- September 29th - Parent Education Night
- October 13th - Fall Festival

**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.

**2. Mission-Based Program and School Improvement Initiatives Updates**

- Vertical planning sessions began.
- Teachers will be completing 6 hours of required SEL/MH training
- School data will be shared at the next staff meeting.
- OCS will announce Charter Renewal in October

**3. Communications Update**

- See notes from Blair

**4. Marketing Update**

- *Planning marketing pamphlet to be mailed out to prospective parents.*
- *Determining dates for Parent Information sessions,*

**5. Facility Update**

- AC units needed work again this month. Middle School and Lower Elementary
- A leak from a toilet caused some under building work to be done for the Upper Elementary building.

**6. Compliance Reporting**

- All required reports are being submitted

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

- [calendar creation](#) of policy reviews, updates, and committees
- dress code

**8. Professional Development**

- Staff completed PDPs for this year. One personal, one classroom, one schoolwide goal
- Staff have PD day on the 26th. This day is set to complete required training in SEL/MH. Staff have a variety of options to choose from to complete the 6 hour requirements.
- Admin will be meeting with Coach Susan on the 26th in the morning to help with Strategic Planning

**9. Strategic Plan Update**

- Academic Committee will be creating a timeline and rolling out the process for the rewrite this school year.

**10. IT Update**

- all switches have been replaced and updated
- Cameras are back up and working
- John is helping with teacher needs

**11. EC Update**

- **Current headcount is 47.**

**12. Nutrition/Lunch Program Update**

- Lunch program is up and running. Missing Mondays but are working on adding it shortly.
- We currently have 29 students that are qualified and ordering free/reduced lunches.

**13. After School Program Update**

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

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

September Bank numbers:

\$588,661.49 Main Bank Account

\$254,351.58 Live Oak Bank

\$156,290.15 NBKC

\$250,000 from Main Bank account will be moved to a CD at another banking institution. Health insurance is costing just over \$200,000 this year.

**OLD BUSINESS/NEW BUSINESS:**

**Old Business:**

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 building to be delivered end of January and completion by summertime hopefully.

Training – Susan Koenig September 23<sup>rd</sup> 8:30-4pm at Element Barclay Apts., 1605 Barclay Point Blvd., Wilmington NC 28412. It is right behind the Point Theater in the Clubhouse. Lunch will be at 12:15pm

Dress code policy review. Renae Harris asked board to review example gender neutral policies that were added to board packet. The examples are gathered from other schools that have policies that address dress code in simple, neutral language. Will discuss again at next meeting after everyone has chance to read the policy examples.

**New Business:**

Melinda Cummings gave shout out to Alicia for doing such great school reports for the board.

Nicole Smith found a grant that is going to request to fund outdoor classroom space for electricity for lights and cameras, storage, and shade structures. The grant request is going in for \$200,000 to the Cape Fear Endowment fund.

Melinda Cummings made motion to adjourn the meeting, seconded by Eric Jelinski. Vote was held and unanimously approved. Meeting was adjourned at 8:17 pm.

**REMINDERS:**

- Next Executive meeting is Friday, October 14th at 9:30 a.m. via Zoom
- Next Meeting – Wednesday, October 19th at 7:00 p.m