

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTORS MEETING MINUTES  
09.18.19**

**Meeting Location:** IM Children's School, 6339 Carolina Beach Road, Wilmington, NC 28412  
**Time:** 7:00pm

**In attendance:** Eric, Melinda, Michael D., Jill, Molly(via conferencing), Melissa, Kari, and Elizabeth, Micheal R., Dan, Eric

**Staff in attendance:** Lara, Alicia, Blair, Carrie

**Absent:** Brian and Rainey

**Visitors:** None.

Dan motioned to open the meeting, second by Melinda. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:03 pm by Dan.

**2 Minute Visitor Comments:**

None.

**FSA Liaison:**

None.

**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 developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

**Meeting Agenda:**

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

**Previous Minutes:**

Melinda made a motion to approve the August 21st minutes. Second by Jill. The motion to approve the August 21st minutes was unanimously approved by the board.

**Academic Update:**

Lara spoke about the importance of planning. Each teacher is submitting their weekly plans via Google Docs, on which everyone can view each others plans, comment, and be inspired. Weekly plans will be submitted to Brain and Lara every Sunday. Lara predicts that the time commitment will become less, as the process refines. Lara predicts that the benefits of our new planning strategy will be vast.

### **Communications Director Update:**

Blair reports that 46 families responded to the parent survey. Here's the takeaway: 50% of those parents were interested in Books with Brian, Thursdays are the best weeknights for parents to meet, and text messaging is the best way to communicate with them. Parents want to know whether the back to school paperwork can be done online. The Dragon Boat Race is this weekend! Back to School Tailgate is next Thursday. Blair has been working hard to have different offerings at the Tailgate such as a raffle, music, and information booths. Blair reports that staff involvement could be higher. She is also circulating through the classrooms, informing everyone of the Tailgate, to build excitement within the community. She is tackling the car line tomorrow, letting the parents know about the event. Middle schoolers will be volunteering by promoting and helping during the event. Melinda mentioned offering families the opportunity to predate volunteer hours beginning August 1st, as opposed to late September.

### **Head of School Report (Brian):**

#### **Enrollment update for 2019-20 school year**

Enrollment full.

#### **Student Discipline Reports:**

None.

#### **Academic Achievement:**

- Increase growth for all students with differentiated instruction in Montessori Lessons driven by data/observations
- Strengthen all aspects of math especially at the Upper Elementary
- Strengthen all aspects of reading at K-3 level
- Improve MTSS
- Mindfulness

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

- With storm interruption, we will need more time for normalization in classes to occur.
- Year of MINDFULNESS 2019/2020 ~ at Tailgate this will be introduced to parents
- EOG update: As a whole school we went down a couple of points in performance and up a couple of points in growth (EXCEEDING GROWTH STANDARD) for a final score of a "B"!

#### **Facility Update (Children's School)**

- We are still waiting for an outside door to be installed; Jill offered a suggestion for help.
- Trike path is set for installation on September 23rd.
- Skirt repaired from hurricane damage.

#### **Facility Update (Charter)**

- Replacement of bad siding and fascia was delayed because of the storm. Peter is trying to get him to commit to an eta.
- New internet system is up and running...so far so good. Some small things that need to be finished such as the wires and box at the Children's School need to be relocated.

### **Compliance Reporting**

- Children's School IRS Audit sent in on time. No word back yet.
- Charter school audit - still waiting for report.
- We missed being compliant on one of what seems like millions of compliance items for the state. We did not have an epi-pen trained employee with a current CPR/First Aid certificate. We are sending 8 employees to get CPR/First Aid training Oct. 5th in order to be in compliance for this school year. All lead teachers get epi-pen training yearly.

### **Professional Development**

- Working on getting 8 staff members First Aid and CPR trained on October 5th
- Power School training for all teachers occurred ~ thanks Brittany!

### **Financial Report (Treasurer's Report - Kari)**

- Money in Crescom Account: \$342,785k.
- Money to draw from the state: \$302,323
- Identified Potential Short/Long Term Issues: none at this time
  - The state does not have an approved budget yet.

### **Family Involvement Plan**

Given in conjunction with the Academic Report. We are ready to present this at the Tailgate.

### **Strategic Plan update - State Plan**

No update.

### **Board Strategic Plan**

No update.

### **Special Board Projects:**

None.

### **Executive Committee (EX):**

None.

### **Grant Committee:**

Grants for Landfall, International Paper, Fresh Films and Cape Fear Garden Club are all pending. We are seeking grants promoting diversity.

**Finance Committee:**

Given in conjunction with HOS Report.

**IT:**

New internet system was installed.

**EC:**

No new update.

**Nutrition/Lunch Program:**

The lunch program has launched for this year: Monday-The Lunchbox, Tuesday-Fishbites, Wednesday-Jason's Deli, Thursday-Flaming Amy's, Friday-Your Pie Pizza.

**After School Specials:**

No new updates.

**Beautification Committee:**

Parent workday is on September 28th.

**HR/Policies and Procedures:**

No new updates.

**Marketing:**

No new updates.

**OLD BUSINESS/NEW BUSINESS:**

- **Hurricane Preparedness:** We discussed the options available for hurricane window treatments in an effort to truly have a thorough hurricane preparedness plan. Dan presented several options. Melinda will be placing this item on the agenda for November.
- **Academic Committee:** Given in conjunction with the Academic Report.
- **Diversity Committee:** Meeting in the upcoming week.
- **Outdoor Classroom:** September 28th, Outdoor Workday. We will have Home Depot here, staining wood. Jill presented various staining options. Griffin Roberts is still intending to complete his Eagle Scout project at IMS.
- **Parent Involvement Plan Update:** We are introducing this to the community next week at the Tailgate.
- **FSA Liaison:** FSA is busy being awesome, preparing the Fall Festival, fundraising, and organizing spirit wear. They are offering \$100 micro grants to the teachers. We need to strive on being very clear as to what their obligations are when hosting joint events.
- **Nutrition/Lunch Program:** The lunch program has launched for this year: Monday-The Lunchbox, Tuesday-Fishbites, Wednesday-Jason's Deli, Thursday-Flaming Amy's, Friday-Your Pie Pizza.
- **Alumni initiative:** Dan and Jill are still continuing to work on the initiative.

- **Christina Send Off:** Discussed various dates to gather and honor Christina.

#### **New business:**

- **New website manager:** Blair is now the sole curator of the IMS website and is doing a fabulous job updating it.
- **Former board member email access:** we will revisit at a later date.
- **Supplemental Tech Consultant:** we are considering hiring an IT consultant who specializes in Google Suite.
- **Special Item:** Micheal D. and Dan will be investigating options available regarding the gas station entry access.
- Dan offered his resignation as President of the board, but he will continue to serve on the board in a non-officer role. Melinda has graciously offered to step into the role as President, at least through next July. We thank them both for their service.
- Melinda would like every board member to participate in a life coaching session in the next few months. Melinda feels that coaching will help strengthen the board in multiple ways. Neither dates presented worked for board members; we are re-examining the calendar. Sundays and Fridays were discussed as options.
- Melinda would like to meet with every board member individually within the month and would like every board member to report to Melinda regarding what projects and committees you are currently involved with.

#### **CLOSED SESSION:**

No closed session.

Jill made a motion to change the upcoming meeting to Tuesday, October 15th, second by Micheal R. The board unanimously approved the decision to change the date of the October meeting.

Dan motioned to adjourn the meeting, second by Micheal R. The board unanimously approved to adjourn. Meeting was adjourned at 8:46pm.

#### **REMINDERS:**

- **Next board meeting is Tuesday, October 15th, 2019 at 7:00pm, at the Children's School.**
- **All committee reports are due by Friday, October 11th, 2019 [PDF Format Please!].**

#### **Upcoming Events:**

- **Saturday, September 21st: Dragon Boat Race**
- **Thursday, September 26th: Back to School Tailgate**
- **Saturday, September 28th: Outdoor Workday**

#### **ACTION STEP ITEMS:**

- Jill will check with the Arboretum regarding planting clover on campus.

- Melinda will place hurricane window treatments on the agenda for the November meeting.
- Every board member to meet with Melinda.
- Every board member to send Melinda a list of current projects and committees.