

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTORS MEETING MINUTES  
02.19.20**

Meeting Location: Island Montessori Children's School, 6339 Carolina Beach Road,  
Wilmington, NC 28409  
Time: 7:00pm

In attendance: Eric, Melinda, Michael D., Jill, Melissa, Dan, Rainey (via phone), Molly, Michael R., Kari, and Elizabeth  
Staff in attendance: Blair, Carrie, Brian, Lara, Alicia  
Absent: None  
Visitors: None

Melinda motioned to open the meeting, second by Melissa. The motion to open the meeting was unanimously approved by the board. The Island Montessori Charter School board meeting was called to order at 7:04 PM, by Melinda.

**2 Minute Visitor Comments:**

None.

**FSA Liaison (Melissa):**

Bowling Night is coming up at Cardinal Lanes on Friday, February 28th. All proceeds will benefit the Sacewicz family. The FSA is working fervently on the Tinted Turtle Trot.

**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.**

**Meeting Agenda:**

Melinda motioned to approve the meeting agenda. Second by Michael R. The motion to approve the meeting agenda was unanimously approved by the board.

**Previous Minutes:**

Jill made a motion to approve the January minutes. Second by Rainey. The motion to approve the January minutes were unanimously approved by the board, with the amendment noted by Dan.

**Communications Director Update (Blair):**

Blair is seeking more feedback and photos from all teachers for her weekly updates. She encouraged all board members to share social media posts with other groups you are involved with on social media, as well. Arts Nite out has been rescheduled to March 7th at the Lazy Pirate. Thirty Day Freakout is happening at the end of March. Plans for Career Day, in March, are underway and looking good. Blair and Lara are brainstorming a spring fundraiser/event

that would be centered around a parking lot yard sale (tentatively scheduled for March 28th). Participants could purchase a space for \$25. They hope to have live music. Blair is considering ideas to commemorate Earth Day. Blair recommends placing cork boards in Upper El, in the front lobby, and in Middle School so that the students can observe posters and take note of upcoming events.

### **Academic Update (Lara):**

Lara gave a wonderful presentation on the binomial cube for the board's benefit and knowledge. Lara informed the board that among the lesson plans the teachers are sharing on Google Classroom, Black History Month lesson plan ideas feature prominently. She also shared three part cards that will be used as part of "Give Thanks" this month and beyond that continue to highlight Black History Month. The Early Childhood Education Class at Ashley High School students are returning on March 4th.

Alicia presented on Gmail for the board's benefit including tips on Google Calendar, Task Lists, Email Templates, and Scheduled Sends.

### **HOS Report (Brian):**

#### **Grade Level Active Enrollment:**

Kindergarten: 27, 1st Grade: 26, 2nd Grade: 25, 3rd Grade: 24, 4th Grade: 24, 5th Grade: 23, 6th Grade: 23, 7th Grade: 23, 8th Grade: 23, Total: 218

#### **Lottery Applications:**

Kindergarten: 89 (12 sib, 1 board), 1st Grade: 13, 2nd Grade: 11, 3rd Grade: 16 (2 siblings), 4th Grade: 16 (1 sibling), 5th Grade: 11 (2 siblings), 6th Grade: 19, 7th Grade: 5, 8th Grade, 2. 18 siblings, 1 board member.

**Openings:** Kindergarten: 14, 2nd: 1, 6th: 1, 7th: 1, 8th: 1.

#### **Student Discipline Report:**

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

In School Suspension: Oct.: 0, Nov.: 1, Dec.: 0

Out of School Suspension: Oct.: 0, Nov: 2/1, Dec: 1

Incident reports to office, major/minor: 5

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

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

##### **Goals for 2019/2020**

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

## **Data for Reporting/Discussion**

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

Year of MINDFULNESS 2019/2020

- Summer School for 2020 was presented to the board. Summer School will emphasize test taking strategies. Only for students with EOG scores of 1 and 2 (math only), per the state. Melinda moved to approve the Summer School program, which was seconded by Jill. The board unanimously voted to approve the 2020 Summer School program.
- The Charter Lottery drawing will be done on February 20th.
- \$9,240 was raised by the lottery ticket raffle.
- We discussed the draft calendar at length. Input was given by the board, including potentially moving the proposed teacher half days to Fridays, as opposed to Wednesdays. A color code was suggested, as well. We are tabling a vote on the 2020/21 calendar until the next meeting.

### **3. Facility Update**

- Fascia needs another coat of paint.
- Upper El needs new flooring.

### **4. Compliance Reporting**

- We still have not heard back regarding the IRS audit.
- We are caught up with required state documents via Epicenter.

### **5. Professional Development**

- Most new TA's finished their fundamentals of Montessori Teaching this month.
- Mindfulness presentations are taking place at every 2nd staff meeting, each month.
- The work day last week focused on emotional intelligence.
- Brian attended CPI training all week. He will have staff trained by the beginning of next year.

## **11**

1. Money in First South Account: \$422,000

2. Money to draw from the state: \$639,000

3. Identified Potential Short/Long Term Issues: none at this time. We currently still do not have a full budget passed at the state level.

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

- Money in Crescom Account: \$422,285
- Money to draw from the state: \$639,455

### **Strategic Plan update – State Plan:**

No update.

### **Board Strategic Plan:**

No update.

### **Special Board Projects:**

No update.

**Executive Committee (EX):**

None.

**Grant Committee:**

The Grant Committee was awarded three grants this month, totaling \$3,450. There are several grants pending and many deadlines in the near future. Elizabeth, Melinda, and Melissa attended a grant workshop at UNCW Watson School of Education. The NC ACCESS Grant has been tabled indefinitely.

**Finance Committee:**

Kari presented research the Finance Committee has prepared regarding investing \$200,000 into a yielding savings account (in addition to our non-yielding operational account at First South Bank). Jill made a motion to open a savings account with Live Oak Bank, with a \$200,000 initial deposit. Dan suggested we explore multiple low-risk investment options for those funds at Live Oak. Eric seconded the motion, with Dan's amendment. The motion passed.

**IT:**

No new updates.

**EC:**

No new updates.

**Nutrition/Lunch Program:**

No new updates.

**After School Specials:**

No new updates.

**Outdoor Committee:**

No update.

**HR/Policies and Procedures:**

No new updates.

**Marketing:**

Rosander created an awesome new banner which will go up tomorrow. He recommends hiring a photographer to capture professional photographs of the students.

**Diversity Update:**

No update.

**Alumni Committee:**

Dan and Rainey have begun a conversation about AIG identification and resources. He discussed how this committee is working towards helping our current students be best prepared for high school.

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

Old Business: Brian presented hurricane shutter options. He recommends, based on his conversations with our insurance company, that we install aluminum shutters on the Children's School and the Main Building/Lower El, breaking up the cost and installation into thirds. Melinda made a motion to approve the installation of hurricane shutters for all four buildings, at the same time, with the money to be pulled from the bank account. Kari seconded the motion, The board unanimously approved the motion to approve the funding and installation of hurricane shutters.

New business: None.

### **CLOSED SESSION:**

The board went into closed session at 9:11 to discuss an employee issue. The board came out of closed session at 9:27PM.

### **BOD Recognition:**

Melinda recognized and thanked Elizabeth and Melissa for service to IMS via the Grants Committee. Alicia was recognized, as well, for her phenomenal work.

Melinda motioned to adjourn the meeting, second by Dan. The board unanimously approved to adjourn. Meeting was adjourned at 9:30PM.

### **REMINDERS:**

- **Executive Meeting is March 12th, at 8:30AM, at the Charter School.**
- **Next board meeting is Wednesday, March 18th, 2020, at 6:15pm, at the Charter School.**
- **All committee reports are due by Friday, March 13th, 2020 [PDF Format Please!].**

### **Upcoming Events:**

- **Lottery Drawing: February 20th, at 6:00**
- **Mindfulness Book Study: February 21st**
- **FSA Bowling Nite: February 28th**
- **Arts Nite Out: March 12th**

### **ACTION STEP ITEMS:**

- **Board is to share IMS posts on other social media pages they may be active on.**
- **Melissa to set up a shared Google Calendar and send out an Action Step Reminder email, a week prior to every meeting.**
- **Brian is researching problems with blocked network access, especially for UNCW Watson School students. He is contacting a Google consultant for support.**
- **Board Members are to bring laptops to the next meeting, to coordinate a shared Google calendar.**
- **\$200,000 to be deposited into a high yield savings account at Live Oak Bank.**