

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
11.18.20**

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412; and virtually, via Zoom
Time: 7:00PM

In attendance, onsite: Eric and Melinda
In attendance, via Zoom: Melissa, Dan, Molly, Jill, Michael, Kari, and Renae
Staff in attendance, onsite: Alicia
Staff in attendance, via Zoom: Brian, Carrie, Lara, Blair, Judy, and Susan
Absent: None

Guests: Beth Churchman, Andrew Brothers

Alicia announced that this meeting would be recorded and archived. She emphasized that it is a public meeting and stated that if anyone would like to view the video archive, they may request it from the front office. Eric motioned to open the meeting, seconded by Melinda. The motion to open the meeting was unanimously approved by the board. The Island Montessori Charter School board meeting was called to order at 7:04PM, by Eric.

2 Minute Visitor Comments:

Beth Churchman: No comment, just listening.

Andrew Brothers: No comment, just listening.

FSA Liaison (Melissa):

Melissa shared that the FSA will be hosting an upcoming spirit night at Burrito Shak. They will also be offering an online book fair soon. Plans for the 2021 Tinted Turtle Trot are underway. Melissa commended the FSA for their resilience during this challenging school year.

Alicia read 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.

Meeting Agenda:

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

Previous Minutes:

Jill made a motion to accept the September 16th meeting minutes, seconded by Melinda. The motion to accept the September 16th meeting minutes was unanimously approved by the board. Jill made a motion to accept the October 1st meeting minutes, seconded by Melinda. The motion to accept the October 1st meeting minutes was unanimously approved by the board. Jill made a motion to accept the October 21st meeting minutes, seconded by Melinda. The motion to accept the October 21st meeting minutes was unanimously approved by the board.

Board Recognition:

Eric recognized Lara for her excellence. He wished her the best and expressed how sad we were to see her go. He highlighted her tremendous work on the strategic plan. Melinda emphasized her contributions to our service learning program and remote instruction. Many additional board members expressed their gratitude and appreciation for Lara.

Communications Director Update (Blair):

Blair discussed our recent promotion with WECT. She has noticed an increase in website visits from the WECT exposure. She shared her screen and displayed our website traffic analytics. We are considering advertising with WAVE transit to increase diversity outreach. Blair met with Alicia to clean up and simplify the website. She has

divided up the website for board members to review and offer recommendations. She shared the format we would use for signing up and adding input. Blair would like the edits done before the next meeting.

Academic Update (Susan Avenengo):

Alicia introduced Susan Avenengo, our new interim curriculum coordinator. Alicia thanked Lara for her guidance and numerous contributions to our school. Susan has been observing the classrooms, becoming acquainted with the teachers, and collecting feedback from them. Lara shared a lesson with the board, the concept of multiples, which is purposeful in the memorization of multiplication. She shared that there is a sensorial approach for LE classrooms. Lara utilized her Iphone to display how teachers could modify lessons, as needed. She also shared how teachers could use the resource library for lessons.

HOS Report (Alicia):

Grade Level Active Enrollment:

Kindergarten: 26, 1st Grade: 25, 2nd Grade: 24, 3rd Grade: 25, 4th Grade: 23, 5th Grade: 25, 6th Grade: 21, 7th Grade: 22, 8th Grade: 21, Total: 212

Student Discipline Report:

One incident was reported in October.

Updates on Goals/Issues for Discussion

1. Academic Achievement

Goals for 2020/2021

1. *Increase growth for all students with differentiated instruction in Montessori Lessons driven by data/observations*
2. *Provide meaningful learning opportunities for all students during remote learning times*
3. *Strengthen all aspects of math especially at the Upper Elementary*
4. *Strengthen all aspects of reading at K-3 level*
5. *Improve MTSS*
6. *Teach **perspective** in all learning opportunities as part of mindfulness*

Data for Reporting/Discussion

2. Mission Based Program and School Improvement Initiatives Updates

- MTSS review and move forward with training staff.
- The Academic Committee met to discuss current successes and concerns with the beginning of hybrid learning. The team also discussed the shift in staff with new hires and the timeline of what will be happening this year.
- Lottery dates are set and advertising is underway to support virtual sessions that will happen next year.

3. Facility Update

- Outdoor environments are set. Teachers would like more benches and tables for lunches and/or secure coverings on rainy days.
- Farm has been renovated to remove the old chicken coop.
- Grass areas are being maintained on a bi-weekly basis.
- Sunshades need to be rethought. While the material is waterproof - they need to be angled or restructured to drain water on rainy days.
- Rain caused some leaks at children school
- Moisture was found in UE classroom. Air and heat came to check units and a dehumidifier is working to support removal of that moisture.

4. Compliance Reporting

- Audit is complete. Board members are reviewing.
- Grant compliance reports are complete and submitted.

5. Professional Development

- Staff reviewed MTSS process and needed items/deadlines moving forward.
- Children's School, LE, and UE teachers are participating in an online training through Montessori 4 Inclusion on the topic of Orton Gillingham Approach in the Montessori Environment - Supporting students with Learning Differences.

Financial Report (Treasurer's Report – Kari):

1. Money in United Account: \$360k
2. Money to draw from the state: \$940k (note: the state dropped the remainder of the year's money ($\frac{2}{3}$) due to a good track record)
3. Live Oak account: \$251k
4. NBKC account: \$250k
5. Identified Potential Short/Long Term Issues:
 - a. Potential for state to revert money back at the first of year

Strategic Plan update – State Plan:

No update.

Board Strategic Plan:

No update.

Special Board Projects:

No update.

Executive Committee (EX):

No update.

Grant Committee:

Melissa reported that we received a \$7,000 award from the Landfall Foundation to support remote learning.

Finance Committee:

The PPP loan forgiveness process is moving forward.

IT:

No update.

EC:

No update.

Nutrition/Lunch Program:

No update.

After School Specials:

No update.

Outdoor Committee:

No update.

HR/Policies and Procedures:

Alicia reviewed updated Title IX requirements and reviewed changes in policy. She noted that we must have a Title IX coordinator. IMS staff is trained. Alicia will present on Title IX again in January.

Marketing:

No update.

Diversity Update:

Melinda will be working on updating and advancing the diversity committee.

Alumni Committee:

No update.

OLD BUSINESS/NEW BUSINESS:

Old Business:

- Lottery advertisements and posters have been drafted and are being sent to the printers. Melinda suggested that we share flyers via email to organizations such as Dreams, YWCA, YMCA, the Boys and Girls

Club and ask that they distribute them to their communities. Molly will work with Melinda to contact those organizations. Brain recommended asking the new NHCS superintendent if we could distribute lottery information. Molly volunteered to pursue. Melissa recommended outreach via UNCW's Centro Hispano and Watson College of Education.

- Eric made a motion to approve \$500 bonuses for all staff. Melissa seconded the motion. The motion to approve \$500 bonuses for all staff was approved unanimously by the board.

New Business:

- Alicia gave a COVID update. There are currently no positive cases. Alicia emphasized great support from families in identifying symptoms and sharing them with the school. She feels that we are being as cautious as possible. Alicia reports that teachers are both excited and exhausted to be back in F2F instruction. Thanksgiving/Christmas considerations are being made. Alicia would like to proceed with discussing further and having the board vote in December. Eric echoed that we may need to make adjustments due to rising cases. Alicia expressed that teachers are concerned about students who are traveling for the holidays. Eric shared that he hopes that our families will quarantine after travel and stated that we will support families who need to quarantine by offering remote learning. Alicia will be sending out communication in hopes that our families will be in compliance with quarantine as needed. Molly asked that communications can be sent in written form for working parents. Jill made a motion to direct Alicia to communicate with our school community that the school will support quarantine after travel during the upcoming holidays. Eric seconded the motion. The motion to direct Alicia to communicate with our school community, advising them that the school will support quarantine after travel during the upcoming holidays, passed unanimously by the board.
- Brian advised a Christmas gift for employees. He recommended \$500 per person, in the form of gift cards. Eric made a motion to give all staff \$500 as a Christmas bonus, in whatever manner best suits admin. Jill seconded. The motion to give all staff \$500 as a Christmas bonus, in whatever manner best suits admin, passed unanimously by the board.
- A discussion about air purifiers took place. Jill feels that we should have one in every classroom. Eric asked if Alicia could send the wishlist out again, requesting the items. Jill feels that we should purchase the air purifiers instead of waiting for donations. Eric feels that administration is empowered to buy them, as needed. If air purifiers are not donated by the next meeting, admin will purchase them.
- Eric expressed a need, due to ongoing COVID-19 developments, to hold a December board meeting.

Closed Session:

Eric made a motion to move to closed session, seconded by Molly. The motion to move to closed session was unanimously approved by the board. The board entered entered closed session at 8:37.

Open Session:

Melinda made a motion to return to open session, seconded by Jill. The motion to return to open session was unanimously approved by the board. The board resumed open session at 8:42. Melinda made a motion to approve the hiring of our interim curriculum coordinator (Susan) and MS TA (Madison). Eric seconded. The motion to approve the hiring of our interim curriculum coordinator (Susan) and MS TA (Madison) was unanimously approved by the board.

Eric motioned to adjourn the meeting, seconded by Melinda. The board unanimously approved to adjourn. Meeting was adjourned at 8:45PM.

Upcoming Events:

- November 25th - 27th Thanksgiving Break
- November 30th - December 4th will be school open for instruction - no longer required as remote learning days
- December 17th - end of 9 weeks

REMINDERS:

- **Next board meeting is Wednesday, December 16th, 2020, at 7:00PM, via Zoom.**
- **All committee reports are due by Friday, December 11th, 2020 [PDF Format Please!].**
- **Next Executive Committee meeting is Thursday, December 10th, 2020, at 10:00AM, via Zoom.**

ACTION STEP ITEMS:

- **Board members to sign up for and complete website review by next meeting**
- **Molly pursuing diversity outreach contacts for lottery flyer distribution**
- **Molly pursuing NHCS for lottery flyer distribution**