

ISLAND MONTESSORI CHARTER SCHOOL BOARD OF DIRECTORS MEETING MINUTES

11.20.19

Meeting Location: Island Montessori Children's School, 6339 Carolina Beach Road,
Wilmington, NC 28412

Time: 7:00pm

In attendance: Eric, Melinda, Michael D., Jill, Melissa, Dan, Rainey, Molly

Staff in attendance: Blair, Carrie, Brian

Absent: Kari, Micheal R.

Visitors: None

Michael D. motioned to open the meeting, second by Molly. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:01 pm by Melinda.

2 Minute Visitor Comments:

None.

FSA Liaison (Melissa):

Book Fair went really well. Pre-sale for apparel is due December 2nd. FSA has requested a need for maintenance to have their own shed or for FSA to have their own shed.

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:

Eric made a motion to approve the October minutes. Second by Michael. The motion to approve the October minutes were unanimously approved by the board.

Academic Update (Brian):

Lara and Brian attended a conference over the summer where it was reported that the most successful programs shared one common theme: planning. To implement this success at IMS this school year, every Sunday by 4:00 PM, all teachers weekly lessons are turned in an effort to harness this success for our school. At this point, Lara and Brian make comments. They all utilize Google Classroom where everyone can view and share their lessons for all to benefit. Brian reviewed the Google Classroom with the board.

Communications Director Update (Blair):

Prospective Parent Meeting information is now on the website. FSA Trivia was great at Good Hops, though not well attended. Blair would like to add this event again in spring. Books with Brian and the Holiday Bazaar are coming up. Blair is interested in promoting a Game Night at Cape Fear Games. Are we doing the CB Parade?

Head of School Report (Brian):

Enrollment update for 2019-20 school year
Enrollment full.

Student Discipline Reports:
Seven incidents reported in November.

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

1. Mission Based Program and School Improvement Initiatives Updates
 - Year of MINDFULNESS 2019/2020 – book study starts Oct 17th
 - Parent Night Out Happened
 - Academic Committee charged with evaluating our Specials Program from top to bottom and come up with a direction that will meet the needs of our students the best.
 - I would like to explore the possibility to purchase a mini van for our service-learning program. 13-16K
2. Facility Update
 - Replacement of bad siding and fascia: will happen before Christmas Break
 - Door in children's school is in!
 - Fence/gate for dumpster installed
 - Hurricane window treatment presentation
3. Compliance Reporting
 - Say Something Anonymous Reporting System (state mandated) - This system allows students and parents to send anonymous tips regarding student safety. Students must be trained in how to use the system. We have opted to utilize a 35 minute video to train students. This mandates that I be on 24 hour call while employed as an administrator for a state ELA :o(
 - Children's School IRS Audit sent in on time. No word back yet
 - Charter school audit – Auditor presenting this meeting.

- We are all caught up with state document request through epicenter
4. Professional Development
- New TA's starting their fundamentals of Montessori Teaching this month.
 - EC staff to state conference this week.

Financial Report (Treasurer's Report – Kari)

- Money in Crescom Account: 383,953.18
- Money to draw from the state: \$ 79,916
- The State vetoed the proposed teacher salary increase. Current approved state funding is only \$13k more than last year.
- Auditor's Report was given by Rabekah Barr. The audit was submitted on time on October 31st, 2019, The audit was approved and the opinion was unmodified. Total at the end of the year was \$370,000, spendable \$355,000.

Strategic Plan update – State Plan

No update.

Board Strategic Plan

Melinda is considering a prospective board member.

Special Board Projects:

Susan will be hosting professional development on January 10th. Be looking for her to communicate with each board member.

Executive Committee (EX):

None.

Grant Committee:

Elizabeth shared an updated grant spreadsheet she has been developing. She expressed a desire to better understand the needs of the school in order to write more effective grants. She also commented that she is experiencing difficulty getting teachers to respond when she alerts them about grants that would pertain to them. Melinda suggested that Elizabeth or Melissa attend the weekly teachers meetings to connect directly with the teachers.

Finance Committee:

Given in conjunction with HOS Report.

IT:

No new updates.

EC:

No new updates.

Nutrition/Lunch Program:

The lunch program is doing well. We lost about \$950 this month. Rainey offered to help in making the descriptions more appealing, especially for Lunchbox.

After School Specials:

After School Specials going well.

Outdoor Committee:

No update.

HR/Policies and Procedures:

No new updates.

Marketing:

No new updates.

Diversity Update:

Molly will be the new diversity chair.

OLD BUSINESS/NEW BUSINESS:

Old Business: None.

New business:

We discussed a new chart of board responsibilities.

CLOSED SESSION:

No closed session.

Melinda motioned to adjourn the meeting, second by Jill. The board unanimously approved to adjourn. Meeting was adjourned at 8:17pm.

REMINDERS:

- **Executive Meeting on December 12th, at 8:30am, at the Charter School.**
- **Executive Meeting on January 9th, at 8:30am, at the Charter School.**
- **Next board meeting is Wednesday, January 15th, 2020 at 6:15pm, at the Charter School.**
- **All committee reports are due by Friday, January 10th, 2020 [PDF Format Please!].**

Upcoming Events:

- **Mindfulness Book Study Nov21st**
- **Thanksgiving Break – Nov27th-29th**
- **GO LIVE week SS-ARS Dec 9th**
- **Exec Meeting – Dec 12th**

ACTION STEP ITEMS:

- **Melinda needs a board email and phone list.**
- **Please send Board Responsibilities comments to Melinda.**