

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
10.14.19**

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, Kari, Dan, Rainey

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

Absent: Molly, Elizabeth, Micheal R.

Visitors: None.

Eric motioned to open the meeting, second by Jill. 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 Dan.

Michael Davenport made a motion to make Eric Jelinski Vice President. Second by Dan. The motion to appoint Eric as Vice President was unanimously approved by the board. Michael Davenport also made a motion for Melinda Cummings to be appointed President. Both motions to be effective the day Dan Camacho resigned as Board President. Dan Camacho will remain as a voting Board member. The motion to appoint Melinda President and for Dan to remain a Board member were unanimously approved by the Board.

2 Minute Visitor Comments:

None.

FSA Liaison (Melissa):

The IMS FSA is busy being awesome, preparing for the Fall Festival, fundraising, and organizing spirit wear. They are graciously offering micro grants to the teachers. They have announced the Tinted Turtle Trot Logo Design Contest, in honor of the fifth anniversary of the T3. Entries are due on October 25th. Melinda and Melissa recently met with Heather Graham to discuss how the Board can assist and support the FSA.

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 Rainey. The motion to approve the meeting agenda was unanimously approved by the board.

Previous Minutes:

Dan made a motion to approve the September minutes. Second by Jill. The motion to approve the September minutes was unanimously approved by the board.

Academic Update (Lara):

Lara presented info regarding Istation, which is a reading assessment program that runs through third grade, free from the state. It automatically tiers our students progress. Lara believes it assists teachers in breaking data down for the teacher and highlights where the individual student may need help. Lara is optimistic that Istation will help our third year students especially. Brian has created thirty book bags stocked with reading material and helpful tools to send home with students, in an effort to encourage family involvement in reading comprehension. The bags will be available for any student to check out. Melinda asked Lara to begin presenting a different learning material at every board meeting for the boards knowledge and benefit.

Communications Director Update (Blair):

Blair reported that TA's photos have recently been placed on the website. She has been working hard on the website, especially with volunteer oriented content. Upcoming events Blair is working actively to promote are the Fall Festival and a Parents Night Out at Good Hops, in November. Blair is looking into childcare options through Island Time for the Good Hops event. Blair suggested reinstating our school Twitter account.

Head of School Report (Brian):

Enrollment update for 2019-20 school year

Enrollment full.

Student Discipline Reports:

Five incidents reported in October.

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 2019/20 – book study starts October 17th
- NWEA fall testing is finished...looking at data in upcoming days
- Teacher working conditions survey will happen next month for the state.

Facility Update

- Replacement of bad siding and fascia: contract voided and are working with new vendors to get job completed
- Door in children's school will happen. Waiting on parent volunteer to do this.
- Track on children's school playground is installed. Carrie and Brian are working on paying the increased cost (\$8600).

Compliance Reporting

- Children's School IRS Audit sent in on time. No word back yet.
- Charter school audit - being submitted this week
- All staff are epi-pen trained and 8 staff members have first aid/CPR training
- We are all caught up with state document request through epicenter

Professional Development

- New TA's starting their fundamentals of Montessori Teaching this month.

Financial Report (Treasurer's Report – Kari)

- Money in Crescom Account: \$379,110
- Money to draw from the state: \$227,995
- Identified Potential Short/Long Term Issues: none at this time
 - The state does not have an approved budget yet.

Strategic Plan update – State Plan

No update.

Board Strategic Plan

No update.

Special Board Projects:

None.

Executive Committee (EX):

None.

Grant Committee:

IMS received two grants recently: one from International Paper, the other from Art4Moore. We did not receive Landfall or Cape Fear Garden Club awards for the summer 2019 cycle. Two grants are currently pending: one to the Target Corporation,

the other to Fresh Films.

Finance Committee:

Given in conjunction with HOS Report.

IT:

No new updates.

EC:

No new updates.

Nutrition/Lunch Program:

The lunch program has launched for this year and is thriving!

After School Specials:

After School Specials start this week and enrollment is good.

Outdoor Committee:

Jill is actively recruiting volunteers for this committee.

HR/Policies and Procedures:

No new updates.

Marketing:

No new updates.

Melinda made a special acknowledgement of Jill for all her incredible efforts for our IMS community and for Jill's increased organization and focus of late.

Diversity Update:

The Diversity Committee met recently and reported a very productive meeting. The need for literature about IMS in Spanish was discussed, as well as the most effective ways to market that literature to the Wilmington Latinx community. We discussed a weighted lottery. Brian will check with the state and report back to the board.

OLD BUSINESS/NEW BUSINESS:

Old Business:

- **Hurricane Preparedness:** Brian is reporting his findings involving hurricane preparedness at November's meeting.
- **Academic Committee:** Given in conjunction with the Academic Report.
- **Outdoor Classroom:** No new updates.
- **Parent Involvement Plan Update:** The Parent Involvement Plan is currently found on the IMS website and was comprehensively presented

at the recent Volunteer Orientation Night. It was also the centerpiece at our recent Tailgate event.

- **Nutrition/Lunch Program:** The lunch program is thriving!
- **Alumni initiative:** Dan and Jill are continuing to work on this initiative.
- **Christina Send Off:** On Sunday, November 10th, the BOD will honor Christina Dees for her years of incredible service to the IMS community.

New business:

- **Former board member email access:** An approach involving a six month period following the board members end of term, in which board members with continuing projects would still have access to email only, for a period of six months, was discussed. Any extension past that six months would be requested and reviewed.
- **Supplemental Tech Consultant:** we are still considering hiring an IT consultant who specializes in Google Suite.
- **Special Item:** Michael D. and Dan are involved in an ongoing conversation with the gas station regarding road access. Their intention is to ask the owners to do their due diligence before conversations unfold further.

CLOSED SESSION:

No closed session.

Kari motioned to adjourn the meeting, second by Melissa. The board unanimously approved to adjourn. Meeting was adjourned at 8:04pm.

REMINDERS:

- Next board meeting is Wednesday, November 20th, 2019, at 7:00pm, at the Charter School.
- All committee reports are due by Friday, November 15th, 2019 [PDF Format Please!].

Upcoming Events:

- **Spirit Week:** October 21st-25th
- **Picture Day:** Tuesday, October 22nd and 23rd
- **Fall Festival:** Friday, October 25th, 5:30 -7:00
- **Parent Teacher Conferences:** Friday, November 1st (no school)
- **Parent Trivia Night:** Thursday, November 14th, 6:00, at Good Hops
- **Board Meeting:** Wednesday, November 20th, 7:00
- **November 10:** Christina's thank you

ACTION STEP ITEMS:

- The mission statement will be read at the opening of *all* IMS meetings moving forward, including staff meetings, in an effort to be mindful of our purpose.

- **Weighted lottery: Brian is researching as part of our diversity initiative.**
- **Brian is working on a hurricane preparedness presentation for next months meeting.**
- **Alicia is helping Melinda with compiling the life coach survey.**
- **All members are to read the Shaker Heights article**
- **All members are to set up an appointment with Melinda to meet.**