

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
03.17.21**

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

In attendance, via Zoom: Eric, Melinda, Molly, Renae, Jill, and Michael
Staff in attendance, via Zoom: Alicia, Brian, Carrie, Blair, Judy
Absent: Kari

Guests: Emilie Meyers

Eric started by reading the Mission Statement:

MS 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.

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 7:06PM, by Eric.

2 Minute Visitor Comments:

Emilie offered that she is here to help and participate in the school

FSA Liaison (Eric gave announcement):

Encourage all to sign up for the Tinted Turtle Trot

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Meeting Agenda:

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

Secretary vote: Jill made motion; Michael seconded to vote Renae to be board secretary after resignation of Melissa

Previous Minutes:

Jill made a motion to accept the February 17th meeting minutes, with amendments as noted by Jill. It was seconded by Melinda. The motion to accept the February 17th meeting minutes, with amendments as noted by Melinda, was unanimously approved by the board.

Board Recognition/Shout Outs:

Melinda gave Shout out to Carrie and her staff: how well they have handled covid by staying open for the current families and keeping new students coming in and taking such great care of all the staff and students. Melinda also wanted to thank the board and admin to stick with it and particularly Molly for continually collaborating through such a difficult year and really sticking with the mission of the school.

Communications Director Update (Blair): Currently working on the yearbook, Take out Tuesday events have been going well. Will start pushing the Tinted Turtle Trot. Blair encourages all of us to share in other groups that we are all part of on Facebook to get it in front of more audiences. Will edit website to add Renae as secretary. The IMS staff spotlight has been well received. Blair would like to talk about having a special spot for students to view things on the IMS website that are of interest to the kids, including the staff spotlight. Jill, Tim (Molly's husband) have been working together with Amber Lynn to plan the Tinted Turtle Trot and get more sponsors.

Covid Update/Reopening:

Eric brought up the plan that will start back the 1-6 grade students coming back March 22. Senate Bill 220 was passed for all district schools to open for more in person learning to encourage plan A. Charter Schools were not included in that original bill but they are putting forward another one that will include Charter Schools. Alicia is asking that middle school EC and 504 students return starting March 29th 4 days a week. Additionally, asking that all Middle School students get to return April 12th 4 days a week so that it is still considered hybrid. Steve and Keri both must still teach the students that stay fully remote. Molly asked for clarification on where and how it works for middle school crossing over with younger students but Alicia clarified they are in separate building and do not have recess at same time as any other grades. Eric made a motion to have middle school EC return 4 days a week starting April 12th (March 29th for EC and 504 students). Melinda 2nd the motion. Jill asked for clarification on why not doing 5 and Alicia says because they need a remote day to help keep up with the other students that are full remote. The Wednesday is the full remote day because they are still separated by grade level to help with full remote, then they swap teachers M/T then Th/Fri. The Wednesday will also allow deep cleaning of the classrooms in between. Eric called to vote. All voted yes. Passes 7-0.

OPTIONS FOR RETURNING:

Academic Update (Susan): Susan is not present tonight and will update at April meeting

HOS Report (Alicia)

Grade Level Active Enrollment:

Kindergarten: 25, 1st Grade: 24, 2nd Grade: 23, 3rd Grade: 23, 4th Grade: 23, 5th Grade: 24, 6th Grade: 20, 7th Grade: 22, 8th Grade: 20, Total: 204

Starting to get enrollment forms back in which are due March 30th.

Student Discipline Report:

No incidents to report.

Updates on Goals/Issues for Discussion

1. Academic Achievement

Data for Reporting/Discussion

2. Mission Based Program and School Improvement Initiatives Updates

- Staff are working with EC Coordinator to review data points and begin tier support and documentation
- The Academic Committee met to review progress reports, goals for the committee, year of ideas, bridging ceremony.
- Prospective Parent meetings are complete. The lottery application deadline has passed. We received 19 sibling applications and 166 applications for grades K-8 (many were from the same families).

3. Facility Update

- A new tent was added to upper El outdoor space
- New roof was installed
- Each classroom got 2 extra new tables. New filters for the air filters have been ordered and will be put in.
- Shout out and big thank you to Emelie Myers – parent volunteer who helped organize, measure and arrange classrooms for the kids coming back full time.
- Grass areas – sprinkler heads need to be replaced
- The turtles are getting a new house

Attendance: setting up meetings with families that have had more than 14 days absent, there are about 6 or 7 students that this is concerning.

4. Compliance Reporting

- Grant follow-up and documentation is being completed as needed
- Title IX policy, first read ready for the Board to review.

5. Professional Development

- Staff reviewed the MTSS process and needed items/deadlines moving forward.
- Administration is working to have PD center around self-care and mental health for staff and things they can use in their classrooms/online with their students

Melinda made motion to accept Title IX document, Eric accepted the motion and Jill seconded it.

Alicia reviewed proposed calendar. Discussion around the spring break being different than New Hanover County Schools for families that have students between the schools. Will adjust it back to match up. Adjusting date of one of

Eric makes motion to do e-vote to accept calendar with exception of changing the spring break dates to coincide with New Hanover County schools, and long weekend around Easter/Good Friday off, also changing the teacher work day from Oct. 29 to Nov. 1.

Alicia will email the updated calendar to the board and do an e-vote. Jill carried motion and Molly seconded.

Financial Report (Treasurer's Report – Brian)

Brian said that the roof cost just over \$30k because some wood was rotten and needed to be replaced.

1. Money in United Account: \$481k
2. Money to draw from the state: \$523k
3. Live Oak account: \$251k
4. NBKC account: \$251k
5. CFMV account: \$407k
6. Identified Potential Short/Long Term Issues: none at this time:
 - The state has not asked to revert money back yet.

The budget plans will be coming out for us to review soon so they can be reviewed, voted on, and put into place by June.

Strategic Plan update – State Plan:

No update.

Board Strategic Plan:

No update.

Special Board Projects:

No update.

Executive Committee (EX):

No update.

Grant Committee:

No update.

Finance Committee:

No update.

IT:

No update.

EC:

No update.

Nutrition/Lunch Program:

No update.

After School Specials:

No update.

Outdoor Committee:

Jill and Eric met to discuss the outdoor marsh area.

HR/Policies and Procedures:

Board to review Title IX policy.

Marketing:

No update.

Diversity Update:

Susan wrote a first draft of an academic outline with Melinda, will be ready for the diversity committee to review soon and then will go to board for review, hope to have it ready to review by next meeting. Susan and Melinda went through academic file and used all prior pieces that existed for IMS.

Alumni Committee:

No update.

OLD BUSINESS/NEW BUSINESS:

Old Business:

- Molly created a draft of board recruitment document. She said it is broken down into 3 different categories of ideas came through in the suggestions: Personal attributes, qualifications, qualities. Brian and Melinda said that you cannot ask age, race, etc. on an application and be careful with language on non-discrimination. Jill and Eric had discussion how great it will be to have a document for board recruitment on the website. How to articulate and encourage diverse candidates to apply and how to market the open positions. Melinda and Molly working on proper wording. Melinda suggested to add grant writing in addition to fund raising, also project management, finance.

New Business:

Capital improvement plan looking 10 years out. Eric wants board members to keep a long term vision when looking at the budget to add in each year, for example outdoor spaces, buses. Dream ideas as far as the building and infrastructure. Discussion on what is realistic to budget for capital improvements in addition to how much would need to be fund raised through capital campaign.

Insurance update: Looking into the right percentages of how employee health insurance cost is covered between Charter and Children's School. Contracted/signed an agreement with an attorney at Warden Smith name Steve Long, hourly rate is \$400 hour, \$200 hour for lower law assistants. He specializes in employment law and insurance law.

Jill motioned to adjourn the meeting, seconded by Melinda. The board unanimously approved to adjourn. Meeting was adjourned at 8:34PM.

REMINDERS:

- Next board meeting is Wednesday, April 15th, 2021, at 7:00PM, via Zoom.
- Next Executive Committee meeting is Thursday, April 8th, 2021, at 10:00AM, via Zoom.

Upcoming Events:

- March 22nd: Grades 1-6 return full time
- April 12th: Middle School return 4 days a week

ACTION STEP ITEMS:

- Molly to share Board Recruitment materials
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