

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

7.20.22

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412

Time: 7: 06 PM meeting called to order

Board Members Present: Eric Jelinski, Melinda Cummings, Renae Harris, Kate Medero, Jill Davenport, Nicole Smith via zoom, Jeremy Linquist, Pamela Thigpen, Michael Davenport

Not in attendance: Whitney Wilson, Miranda Brothers

Staff in attendance: Alicia Rheel, Carrie Dworshak, Brian Corrigan

Guest: none

Jill Davenport started the meeting by reading 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.

2 Minute Visitor Comments:

No visitors in attendance

FSA update from Alicia:

Alicia Rheel is meeting with Amber Lynn tomorrow and FSA has a meeting tomorrow at 5pm. FSA is working on an event calendar for the entire year that can be shared with all the parents and families.

Meeting Agenda:

Jill Davenport made a motion to approve the agenda. Jeremy Linquist seconded the motion. Vote held and passed unanimously.

Previous Minutes:

Jill Davenport made a motion to approve the June meeting minutes with the suggested edits. Melinda Cummings seconded the motion. Vote was held and passed unanimously.

Covid/mask policy update:

No update at this time other than IMS board must continue to vote on mask policy since that hasn't been clarified or removed by the state at this time.

Communications Director Update (Blair):

No update from Blair this month because she is off for the month of July

Diversity committee: No update for this month

Fundraising Update: None

Academic Update (Alicia gave update tonight):

Alicia does not have a report tonight.

HOS Report (Alicia Rheel):

The following information is provided to the Board of Directors:

Grade Level	Active Enrollment
Kindergarten	27
1st Grade	26
2nd Grade	25
3rd Grade	24
4th Grade	24
5th Grade	24
6th Grade	24
7th Grade	23
8th Grade	21
Total	218

Student Discipline Report

School Discipline Goal: Make all consequences a learning moment!

Month	In School Suspension # students / # days	Out of School Suspension # students / # days	Incident reports to office Major/minor
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			

Important Dates:

- August 27th - Family and Staff Appreciation Event
- August 25th - Open House

- August 29th - First day of School

Updates on Goals/Issues for Discussion

Data for Reporting/Discussion

1. *Academic Achievement*

Goals for the 2022/2023 School Year

- *Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations*
- *Create and set expectations for collaboration amongst team levels (vertical planning)*
- *Define and strengthen core reading for all grade levels to align with Montessori and State standards.*
- *Strengthen all aspects of math, specifically for staff and students in Upper Elementary and Middle School*
- *Improve school-wide MTSS process around progress monitoring, observations, and quantifiable data.*

0. *Mission-Based Program and School Improvement Initiatives Updates*

- PD planning for next year
- Updating handbooks
- Planning parent education nights and involvement around the school for 2022-2023 school year

0. *COVID Update*

- The state has removed the requirements of the School Toolkit

0. *Communications Update*

- None for this month. Blair has July off. We met prior to her summer break and she shared great vision and ideas for next year.

0. *Marketing Update*

- *Working with FSA to finalize parent events to coordinate with the yearly raffle and other fundraising events.*
- *Planning marketing pamphlet to be mailed out to prospective parents.*

0. *Facility Update*

- Gravel was added to the driveway

0. *Compliance Reporting*

- All required reports are being submitted
- Brittany is preparing for August Audit

0. *HR/Policies & Procedures Update*

- [calendar creation](#) of policy reviews, updates, and committees
- social media policy for staff - adjust and approve
- dress code
- Staff and Parent Handbooks

0. *Professional Development*

- *Administrative team planning PD for the next school year for staff and families!*

- *Kelly and Alicia attended a Montessori in Action: Building Resilient Schools two-day training at the end of June.*
- *Alicia attended CPI training in July. She is now a certified trainer to train the staff in de-escalation strategies for if/when a student is in crisis.*
- *Alicia and Brittany attended a Charter School Conference in July*
- *Alicia will start her Montessori Leadership certification course in August.*
- *Select teachers are going to be taking Montessori Reading Intervention training to be able to train others.*

0. Strategic Plan Update

- Preparations for data collections, meetings, and rewrites are being planned. A timeline is the next step.

0. IT Update

- John has ordered new keyboards to fix some of the Chromebooks that are having issues.
- John is setting up monitors in the front offices of the Charter and Children's School for the front desk to have access to exterior cameras.

0. EC Update

- *Current headcount is 41. This includes new students enrolling in our school next year.*

0. Nutrition/Lunch Program Update

- Brittany has begun contacting vendors and getting the program up and running for the next school year.

0. After School Program Update

- Alhabest addendum has been signed. They will start working on advertising in August for enrollment for aftercare.

Financial Report (Treasurer's Report – Kate Medero):

July Bank numbers:

\$619,165.51 Main Bank Account

\$253,709.97 Live Oak Bank

\$156,188.25 NBKC

OLD BUSINESS/NEW BUSINESS:

Old Business:

Brian Corrigan is waiting on engineering and mechanical drawings for the multipurpose building before construction can begin.

New Business:

Melinda Cummings made a motion and Jill Davenport seconded the motion to adopt the staff Social Media policy. After brief discussion on some grammar in the document, a vote was held and passed unanimously.

Jill Davenport made a motion to open Discussion on the IMCS Employee Handbook regarding some wording of sick leave and some other grammatical review. Melinda Cummings made a motion to approve

the IMCS Employee Handbook and Jeremy Linquist seconded the motion. Vote was held and unanimously passed.

Melinda Cummings made motion to approve the addendum for a slight fee increase for child aftercare with Alpha Best program, Eric Jelinski seconded the motion. Vote was held and passed unanimously. Michael Davenport will review the contract addendum.

Discussion was opened for IMCS student handbook. Melinda Cummings requested to have the handbook list that it is applicable to K-8. Clarification was added for the staff outside employment section. Dress code was discussed and will be revisited once committee is formed with board, staff, and students.

Jill Davenport made motion to accept the student handbook and revisions with the agreement that a committee will be formed to revisit the dress code portion. Melinda Cummings seconded the motion. Vote was held and unanimously passed.

Eric Jelinski made motion to renew Michael Davenport term for 2022-2025. Melinda Cummings seconded the motion. Vote was held and passed unanimously.

Jeremy Linquist made motion to have the executive committee for 2022-2023 to be Eric Jelinski as President, Melinda Cummings as Vice President, Renae Harris as Secretary and Kate Medero as Treasurer. Jill Davenport seconded the motion. Vote was held and passed unanimously.

Melinda Cummings made motion to move into closed session. Jill Davenport seconded the motion. Vote was held and unanimously approved. Moved into closed session at 8:49pm.

Jeremy Linquist made motion that the school continue with the current mask policy and Jill Davenport seconded the motion. Vote was held and passed unanimously.

Jill made motion to approve the three new hires presented in closed session and Kate Medero seconded the motion. Vote was held and passed unanimously.

Jill Davenport made motion to adjourn the meeting, seconded by Melinda Cummings. Vote was held and unanimously approved. Meeting was adjourned at 9:09pm

REMINDERS:

- Next Executive meeting is Thursday, August 11th at 10:00 a.m. via Zoom
- Next Meeting – Wednesday, August 17th at 7:00 p.m