

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTORS MEETING MINUTES  
08.18.21**

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412  
Time: 7:09PM

In attendance in person: Eric, Melinda, Renae, Michael, Kari, Jill  
Staff in attendance: Alicia, Brian, Carrie

Guests:

Kate Medero  
Melissa Stark  
Christy Seagull  
Michelle Lewis  
Jennifer Garrabrant

Melinda started 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:**

Kate Medero spoke for 2 minutes to address mask concern for the Pre-K students  
Melissa Stark spoke for 2 minutes to address mask concern for students

**FSA Liaison (Kari):**

Back to school event on Thursday September 9<sup>th</sup> That information will go out in the newsletter soon.  
Working with Blair on service learning project  
Looking for volunteers for Fall Festival and T3 committee  
Teacher grants will start back end of September  
All staff will be gifted with Spirit Gear  
FSA purchased new playground supplies for the Children's School.

**Meeting Agenda:**

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

**Previous Minutes:**

Jill made corrections to the minutes regarding grammar. Kari made a motion to pass the July meeting minutes and Jill seconded. The motion to approve the minutes with the corrections made by Jill. Vote was held and passed unanimously.

**2021-2022 Budget:**

**Board Recognition/Shout Outs:**

The admin – Susan, Brian, Alicia, Carrie for going above and beyond in spite of how many hurdles they faced over the summer.

**Communications Director Update (Blair):**

Blair will update staff and board bios and pictures on the website, let her know if we have any changes.

Service learning: calendar, guest speaker idea, teacher wish list, talking to middle school to find out their passions

The “Year of tab” will be added to the website so that families can learn more about each Year's theme that IMS is following.

**Covid Update/Reopening:**

Alicia stated that she would restart the excel spreadsheet that has the New Hanover County Covid trends. She said that there are no additional updates at this time. The Covid handbook was passed at July meeting

**Academic Update (Susan):**

Lesson mapping language will be used instead of lesson planning. The lesson map has a vision and has 2 or 3 goals that go with that. Another piece of the planning process is the weekly grid. Monthly block or grid - cultural topics, root connections. All of the pieces involve a reflection.

**HOS Report (Alicia):**

Grade Level	Active Enrollment
Kindergarten	27
1 <sup>st</sup> Grade	23
2 <sup>nd</sup> Grade	24
3 <sup>rd</sup> Grade	24
4 <sup>th</sup> Grade	24
5 <sup>th</sup> Grade	24
6 <sup>th</sup> Grade	24
7 <sup>th</sup> Grade	21
8 <sup>th</sup> Grade	18
<b>Total</b>	<b>209</b>

**Important Dates:**

- Friday, August 20th - Open House
- Tuesday, August 24th - First Day of School
- September 6th - NO School, Labor Day

**Updates/Goals/Committee Reports**

**Academic Achievement Goals for the 2021/2022 School Year**

- Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations
- Strengthen Montessori philosophy and practice in the classroom and our whole school environment
- Strengthen all aspects of reading, specifically for staff and students K - 3
- 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.

**Mission Based Program and School Improvement Initiatives Updates**

- Staff have been so pleased to have the designated days to focus on their classrooms and get prepared for this school year.

- Renewal request letter has been sent to DPI, waiting to hear next steps. Self study is the next thing due in December. I have started that and will work with the Administration to get that completed before that due date.

#### **COVID Update**

- Numbers are continuing to rise in the county. IMS continues to work with NHC DHHS as well as follow recommendations set in the NC School Toolkit.
- Students will return with masks. Ask the board to review this monthly and base on CDC recommendations as well as NC School Toolkit to support this decision.
- Teachers are preparing virtual classrooms for emergency needs if a class closure should happen.

#### **Communications and Community Service Update**

- Blair is working to meet with numerous community sites to get service learning going for this year. Some sites are still not open to our students coming to their location but are willing to come work with our students on our campus as a guest speaker or to work on a school wide initiative.

#### **Marketing Update**

- None at this time.

#### **Facility Update**

- Jon has been helping teachers get their classrooms setup with hanging wipe boards, strengthening shelves, etc
- Sails are back up.
- Air conditioning hall units needed repairs this summer.
- All cameras are up and functioning.
- Admin is working on a grant from the state to support purchasing stronger, metal picnic tables to allow for more outside time for our students.

#### **Compliance Reporting**

- Audit is under way. The visit went well. Brittany is waiting to hear back about any other needs while the report is being written.

#### **HR/Policies & Procedures Update**

- Dual Enrollment Policy
- Communication Plan

#### **Professional Development**

- Board was given a copy of the PD plan for this week with the staff as well as a yearlong view of our half day plans.
- This year will be focused on the essential elements of Montessori and vertical planning. Teachers will look at transition guides for students as they bridge to the next level. This will then work backwards to the three-year scope and sequence, progress report, and portfolios.

#### **Strategic Plan Update**

The Admin and Academic Committee will be working through an Essential Elements Rubric from National Montessori for the Public Sector. This will help build the work of reviewing and rewriting the Strategic Plan in the 2022-2023 school year.

#### **IT Update**

John has worked to clean up some unnecessary groups in our google account as well as staff and board members that are no longer with our school.

#### **EC Update**

Currently, there are 39 EC students - *That is 17.8% of our student population.*

#### **Nutrition/Lunch Program Update**

Brittany is working to finalize vendor menus and get all information into Boonli to be able to send out to families. This lunch program will begin the second week of school. Will be open to Children and Charter School families to order.

#### **After School Program Update**

Alpha Best has set up the site for parents to register. The site director will be at the open house on Friday to meet and greet families and help with signing up. They currently have 4 staff members for each location as well as a site director for each location.

**Financial Report (Treasurer's Report – Kari):**

\$35,000 in the positive  
\$478,894 in the bank  
\$252,257 in Live Oak  
\$250,521 NBKC

A state budget has not been passed and so no state funding has been made available for spending. Brian added that the state budget is supposed to be decided by Labor Day weekend, but no guarantees.

The audit is underway and there are no issues at this point in time.

**OLD BUSINESS/NEW BUSINESS:**

**Old Business:**

Eric made a motion to re-approve the after school contract AlphaBest, Jill seconded the motion. Vote was held unanimously.

Board member application process update from Eric. Molly resigned Friday leaving the Board with 6 members. The application process is still open and will be open through the month of August. Then sit down and review applications and resumes and then call people into an interview. Potentially new board members could be added by the September meeting. Currently have 3 applications and resumes in for review but will wait until the end of August.

Update on the terms that current board members are serving under:

Michael Davenport 2019-2022  
Eric Jalinski 2020-2023  
Kari Namiot 2020-2023  
Rena Harris 2020-2023  
Melinda Cummings 2021-2024  
Jill Bean Davenport 2021-2024

Brian gave an update on the outdoor expansion project. Took a plan to TRC. Interviewing a few architects, then plans will be submitted

Brian gave an update that all the Teacher Assistant positions have been filled, there is a potential Environmental Science Teacher candidate and still looking for Foreign Language teacher.

**New Business:**

Jill would like to see support of service learning/community service by having a requirement for students to get a certain number of hours. Alicia and Blair will talk with Jill and keep working toward that again. Also, to include the parent engagement plan.

Jill made a motion to move into closed session, Eric seconded the motion. Vote was held and unanimously approved.

Moved into closed session at 8:11pm.

Moved out of closed session at 8:52pm.

Jill motioned to adjourn the meeting, seconded by Melinda. The board unanimously approved to adjourn. Meeting was adjourned at 8:54PM.

**REMINDERS:**

- Next board meeting is Wednesday, September 15<sup>th</sup>, 2021, at 7:00PM, in person.
- Next Executive Committee meeting is Thursday, September 9<sup>th</sup> 2021, at 10:00AM, via Zoom.

**Upcoming Events:**

- Glow Golf -Sept 9th on campus.

**ACTION STEP ITEMS:**

None

