

## **ISLAND MONTESSORI CHARTER SCHOOL MEETING MINUTES 03.20.13**

In attendance: Christina, Steve, Stephanie, Jeremy, Michael, Melinda, and Jennifer  
Absent: Kemmy, Karla, and Jill

IM Montessori Charter School Meeting was called to order at 8:10p.m. by Melinda.

Motion was made Stephanie, seconded by Jeremy, to approve the previous meeting minutes. The board approved them unanimously.

### **BRIAN CORRIGAN PROPOSAL:**

Melinda presented a draft offer letter to Brian Corrigan for the head of school position. Discussions ensued regarding the proposed offer letter and future staffing. The board was in agreement with the terms presented. Steve made a motion to move forward with the Brian Corrigan proposal as drafted and directed Jennifer and Melinda to make it happen. Seconded by Jeremy. Approved unanimously.

### **ENROLLMENT UPDATE:**

We currently have 86 applications.

Kemmy has obtained a LOC for the Charter for \$25,000 with BB&T. Steve made a motion that Kemmy be the signatory on the LOC of \$25,000 with BB&T, seconded by Melinda. Approved unanimously. The board recommended authority be given to Melinda and Kemmy for any expenditures up to \$1,500. The board expects courtesy email updates on monies spent. Anything over \$1,500 requires a board vote.

Stephanie requested that the LOC be added to the budget so the board can see the balance owed at any time.

### **Academic Committee:**

Academic committee met last Wednesday. They went over 15 resumes and took notes/discussed. Mrs. Roberts and other teachers made a supplies list. They also went came up with a wish list for supplies, which will be given to the facilities committee. The team also reviewed the site plans and made additional notes on space/items needed. These will be shared with the facilities committee so updates can be made if room in the budget allows.

### **Development/Fundraising:**

Stephanie presented the final Eshelman Grant Application; which will be mailed in tomorrow. Stephanie did an absolutely, WONDERFUL JOB!

### **Marketing/ HR Committee:**

Stephanie asked if the board had any ideas for capturing 4<sup>th</sup> and 5<sup>th</sup> graders. She has also been in contact with Wilmington Parent to advertise in their weekly email updates. Michael

suggested contacting the homeschool community and already had a lead on a 3<sup>rd</sup> grader. Steve recommended we try to contact Coddington and have them share our info with the families on their waitlist. We also need to look into a media campaign on the radio, news, etc. We also need to get a sign up at our site ASAP. Sandpiper marketing is willing to do some work for us and defer payment. Stephanie will investigate costs and determine if it's feasible.

**Facilities Update:**

We are revamping the budget and Steve is meeting with the GC this week. They have met with some subcontractors. The site plan has taken on some additional costs that were not anticipated (parking, widen the entrance). Steve is optimistic we will still make our deadline. The TIA contract has been signed. Tunstall agreement has been signed. The architect agreement has been signed. Melinda asked that copies be forwarded to her for filing.

**EC:**

Jennifer and Karla met with Norma Taylor from DPI's EC division. She had some useful information for Karla and our new charter.

**IT:**

Jeremy is meeting with the company that is doing our phone system for next year. We are going to do Voice Over IP. Jeremy will need the plans for the electrical install so we can be sure to include needed cables.

Motion to adjourn the meeting by Michael, seconded by Steve. Meeting was adjourned at 9:02p.m.

**The next meeting will be April 17<sup>th</sup>, at 6:00pm.**