

ISLAND MONTESSORI CHARTER SCHOOL MEETING MINUTES

06.05.13

In attendance: Melinda (via Facetime), Christina, Kemmy, Jeremy, Jill, Brian, and Jennifer
Absent: Steve, Stephanie

Visitors: Dan Camacho, Debi Harris, Ron Harris, Kerry Novotny

Island Montessori Charter School Meeting was called to order at 7:04pm by Jennifer.

Motion was made by Kemmy to go into closed session for contractual reasons. Michael, seconded.

2 minute Visitor Comments:

None.

Previous Minutes:

A motion to approve the previous minutes was given by Kemmy, seconded by Jill, and approved unanimously.

Head of School Report:

After School Program: Brian invited and introduced Debi and Ron Harris from Coastal Martial Arts Academy to present their offer of taking charge of our after school program. Ron handed out a flyer with information on the after school program for IMCS and answered board questions about the program offerings. Melinda asked about the staff ratio and what type of staff members they will have. The board will review resumes and make a final decision by our next meeting.

Hiring:

Lead Teachers Primary: Tina Roberts and Carmen Romero
Lower Elementary: Eleanor Rankin, Brittany Richardson, Amanda Wix
Upper Elementary: Kelly Henrikson and Yvonne Sacewicz
Instructional Coordinator: Samara Kuhn
EC Teacher/Coordinator: Karla King
Office Manager: Brittany Ivey

A motion was made by Kemmy to approve the hiring of the above staff members as presented in the HOS report. Jill gave a second and the board approved the motion unanimously. Brian will carry out the background checks this week. Michael reminded the board that we will have to carry out the background checks for any after school care program staff.

CO:

Brian has some ideas about getting the CO to the state. He is going to try to turn in the CO for the current building and see if that helps us.

Fingerprints:

Anyone who handles money in the school has to have an FBI finger print check. The board agreed that Brian, Brittany, and Kemmy will be the authorized signatures for the charter school bank account.

Employee Handbook: Is a work in progress and will be ready to share soon.

Budget: Brian and Kemmy will meet to draft a final budget and bring to the board by the next board meeting.

Brian asked Jennifer to put together a material and supply list. Brian requested the board extend authority to purchase what we need for the school. Jennifer shared the current needs list with the board and the each board member reviewed. Melinda asked that a final list be sent via email for authorization before any purchases are made.

Auditor: We need to get the contact information for who we will use as our auditor. Kemmy will

Update on enrollment numbers:

Jennifer updated the board that we currently have 142 enrolled in the charter school. All K-4 are full and there are 2 spots remaining in grade 5, plus 1 spot being held for teacher preference.

Facilities Committee:

Brian presented an update on Steve's behalf. The plumbing work was done and passed inspection. Jennifer asked someone to take pictures of this process. Steve asked that we get the paint crew in there mid next week to get the outside painted. Steve has been spending a lot of time with the engineers and they have come up with some cost savers. Tomorrow they will make a decision for site work (driveway, grading, lane extension). Jill presented blue print plans and asked the board to consider where the future drive around will go. There are 2 items left for bids: flooring and landscaping. The board agreed on the VCT/carpet location. Jeremy reported that we are waiting for the trench to be dug and then AT&T will drop the cables in. Jeremy has been in touch with CFCC to see if we can get students to help install the cables. Jill has the materials list so we can try to get a discount on anything. The biggest item is 4 HVAC units. Jill has offered to make some phone calls this week. Kemmy asked Jill to get him a spec sheet on the HVAC and he will try to help.

Executive Committee:

Marketing/ HR Committee:

Stephanie is out of the country until late June so the committee hasn't had a chance to meet.

Academic Committee:

The next date is yet to be determined. Jennifer has a folder with Montessori materials in it and has been sharing it with staff.

Finance Committee:

Kemmy asked that any bills be sent to him and use the Children's House address. Brian and Kemmy attended a finance committee meeting in Raleigh a few weeks ago and learned how to put the money in their bank account.

Development/Fundraising Committee:

June 29th is Phase 1 of debris clean up at the school. There is a sign up through sign-up genius. Jeremy asked that Jennifer send him a .CSV file with email addresses so we can start sending a newsletter. Jeremy will send out an email to all parents by Saturday morning. We will also use social media to share the event. **July 20th** is the day we will be working on our outdoor space. They have come up with low-cost, economical things for the kids to climb on. Jeremy asked Jill to send him a materials list so we can be sure to include it in the newsletter.

June 14th is our grant for The Plant Lady. She has constructed weaving gardens and mulch quotes for the play area. Brian chimed in and shared his thoughts about sponsors and signs and said that we need to have a plan or agreement in place before we make any promises.

October 1st we have another grant that is due.

IT:

None

EC:

None

OLD BUSINESS/NEW BUSINESS:

Karla submitted her resignation today so that she could become a faculty member at the charter school.

Kemmy made a motion that we opt out of the state retirement system. Motion passed unanimously

As discussed, Kemmy made a motion that we adopt the state health insurance for the upcoming year. Motion passed unanimously.

Motion to adjourn the meeting by Jeremy, seconded by Kemmy. Meeting was adjourned at 8:35p.m.

The next CHARTER SCHOOL meeting will be Wednesday, June 26th, at 7:00pm.

Future meeting dates: July 3rd, August 7th, August 21st