

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
11.19.14**

*In attendance:* Christina, Melinda, Brian, Jeremy, Renae, Jill, Dan, Steve, and Michael

*Absent:* None.

Visitors in attendance: Barbie Roberts, Courtney Winter, Carrie Howard, Alicia Rheel, Lara Hamlet, Brittany Ivey, Yvonne Sacewicz, Samara Kuhn, Kelly Henrickson, Dena Lutheran

Michael motioned to open the meeting, seconded by Jill. The Island Montessori Charter School meeting was called to order at 7:03pm by Melinda.

**2 Minute Visitor Comments:** Barbie is concerned about the recent resignation of the HOS at the Children's School campus and would like to know how it affects the expansion plans. Courtney spoke on behalf of the FSA regarding her concerns with the recent communication or lack thereof. She said a lot of their ideas were brought forward and then "shot down". She feels there is a lot of negativity between FSA members. Melinda suggested we set up a joint FSA/BOD meeting to help rectify the situation. Courtney also stated her concerns about the rules about food brought in not being the same at both campuses.

**FSA Liason:**

Barbie Roberts reported that the FSA made about \$1,800 in scholastic bucks. They are also hosting a free holiday bazaar on December 8<sup>th</sup>.

**Previous Minutes:**

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

Melinda congratulated the FSA on receiving their 501 c 3 status and wanted to thank Gayle Drake for all of her hard work writing the application.

**Academic Committee (Samara):**

See committee report. Samara presented Reports of Progress for LE & UE. and reviewed how the reports will work. Jeremy suggested that we do short video clips of the assessments to help parents understand how to read the progress reports. His idea is to setup a school channel on YouTube so parents can reference classroom materials and how they are used. The board agreed that we should add "explanations" to expand the evaluation keys. Steve questioned how this evaluation/progress report conveys to EOG reports and how that translates into telling us how the student is doing or is the child at grade level. Melinda answered that with the SRA Reading laboratory books and the Albinesi we will be able to tell the grade level of the child. Steve was also concerned how we correlate these reports and classroom work into concrete results that we can show DPI.

Brian will also keep the board abreast each month on our progress with the EOG and related programs.

**EC**

Alicia gave the board some information about the EC percentages at the school and their Plan of Action. 9.5% of our student body currently have IEPs and by the end of January 12.5% will be receiving special education services through IEPs). Currently 19% of students are currently on RTI tiers (total of 32 students). By the end of January, 31.5% of our students will be receiving interventions of some sort.

## **Head of School Report (Brian):**

### **Enrollment update 2014/2015 school year**

- We lost one student due to transportation issues and 3 more potentially leaving in December due to a family move (1st, 2nd, & 5th). Board discussions ensued regarding the vacancies and if can we fill those seats. Brian is going to put together some information for the board about vacancies.
- 167 students
- 161 New Hanover, 4 Brunswick, 1 Pender

### **Financial update**

- The audit was submitted to the state on 11-13-14. It was late not to the fault of the administration of the Charter School. The state called me every day inquiring about it since November 3rd.
- Current cash in bank: \$130,215
- Cash able to draw: \$306,208
- Fundraising account: \$8,280
- We received a \$9,000 donation from the Arnold Family trust fund. \$7,000 was used to purchase much need materials to complete the Albanesi Program. \$2,000 will be spent on a new monument sign out front. The current sign will be moved to the Children's School. Jill said she would like to see a wooden triangle with our logo painted inside in the easement above the door.
- Please see budget sheets attached. Brian discussed some recent changes to the budget.

### **Building**

- Ryan Bradshaw and his crew fixed the well line. This is the only source of water we have outside. Please thank him the next time you see him.
- Brian will be contacting the outdoor committee to start coordinating the playground facelift using the Garden Grant money, which was awarded to us last month.

### **Personnel**

Brian requested a board vote to hire Frank Cacciutto for the position of one on one EC Aid. We also need to discuss other personnel issues in closed session.

### **Executive Committee:**

The strategic plan has been completed. Dan will add his comments and Brian will then send out the final strategic plan to parents and staff thereafter.

### **Facilities Committee:**

Dan updated the board that he and Brian have done a 3-year forecast, he met with BB&T a week and a half ago, he has been collecting necessary documents needed for the bank loan process. They still need to finalize the payoff number with the investor, estimates for another trailer, additionally infrastructural changes we need to make. Steve updated that he is working with a contractor to get rock put in for the driveway, plumbing for trailer, storm pond. He estimates we will be over our payoff by \$100k. Dan requested those estimates to include with the loan documents. The board agreed we will proceed with the loan process and we are 50/50 at this time. We do have some concerns about the impacts to the budget, refinancing the current building loan, finding teachers, and the financing of the infrastructure changes that need to happen with the possible addition. Our plan is to proceed with advertising the lottery for 7<sup>th</sup> grade at this time.

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

No update since last meeting.

**Finance Committee:**

Financial report was given in conjunction with the HOS Report.

**Development/Fundraising Committee:**

**IT:**

No new updates.

**LUNCH PROGRAM**

The new lunch program with A Thyme Savor Catering is going great & they are delivering lunches to the school. They are giving a monthly menu, which is posted to our website.

**OLD BUSINESS/NEW BUSINESS:**

Jeremy is working on a nutrition program for the school, which has to do with what is allowed at the school and what is not. Jeremy would like to meet with the teachers before finalizing the program. The policy will be extended to both campuses and will be ready by next year.

Melinda motioned that we approve Renae as a new board member, second by Steve, approved unanimously. Melinda also motioned that we make her our new VP, second by Jill, approved unanimously.

Melinda is going to work with Brian to ensure that there will not be a lack in communications. Steve suggested we communicate to parents a reminder about what is allowed food wise at both campuses.

Jill updated the board that Gigi will be joining the Outdoor Committee to help put the outdoor space together using the grant money.

Melinda motioned we go into closed session to discuss personnel issues at 8:38pm, second by Dan, approved unanimously.

Board came out of closed session at 9:20pm.

Melinda received Jennifer's resignation as director of the Children's School and both boards.

Melinda made a motion that we offer employment to Frank Cacciutto as a one on one EC Aid.

Melinda motioned we add Ms. Judy Corn to the payroll and increase her salary by \$1,200 through the end of the school year.

Melinda motioned that we transfer the books and records for the Children's School to Brittany, effective immediately and pay her for the increased workload. She would start processing payroll in January. Second given by Steve, approved unanimously. Dan motioned that we pay her \$350 for the increased responsibility. Second given by Renae. Melinda added the caveat that Brian do outside checking first to make sure that is the going rate. All in favor except for Melinda; 7-1 vote.

Christina motioned to close the meeting. Second given by Jill. Meeting adjourned at 8:53pm.

**The next meeting will be Wednesday, December 17th, 2014, at 7:00pm, at the Children's School.**

**REMINDER:** All minutes/committee reports/HOS report/financial reports are due to Melinda by Friday, December 12<sup>th</sup>.