

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
09.18.13**

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

Visitors in attendance: Danielle Kurtz, Angie Qureshi, Lori Birdsong-Camacho, Kerry Novotny, Todd Fischer, Deb Fischer, Crimson Walton, and Derek Walton

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

**2 minute Visitor Comments:**

Danielle Kurtz brought forward a concern about becoming a “peanut/tree nut aware” facility.

**Previous Minutes:**

A motion to approve the previous minutes was given by Steve, seconded by Jeremy, and approved unanimously by the board.

**Head of School Report:**

**ENROLLMENT STATUS**

We are currently at 141 students: 136 from New Hanover County, 4 from Brunswick, and 1 from Pender. We are heavy on the 4<sup>th</sup> grade and still short 3 students. We lost a kindergarten student last week but that slot has been filled. New Hanover County has sent 2 checks and their headcount is 138. Brian has not received anything from Brunswick or Pender County. They have asked him to wait until the 20<sup>th</sup> day (which is September 24<sup>th</sup>).

**FINANCIALS**

Brian reported we have \$54,935 available liquid county funds to date. We did get our first allotment on August 28<sup>th</sup>. We paid out everything on August 30<sup>th</sup>. Payroll went smoothly for all except one where health insurance did not come out of one check. We will deduct double health insurance for that staff member next month. We are at a spending freeze until we get our next allotment in November. Brian paid off the line of credit and we have \$2,388 in the other savings account, which represents the donations received.

**STAFF**

The following staff changes were made:

Alison DePompeis resigned August 21st as Assistant Teacher.

Brittany Richardson resigned September 13th as Lead Teacher primary classroom

Recommendations: Melissa Jeffreys – Lead Teacher primary classroom

Reagan Creech – Assistant Teacher for primary classroom

Jamie Walker – Assistant Teacher for primary classroom

Melinda made a motion to approve the recommended staff changes, second given by Steve, and approved unanimously by the board. Steve recommended that we publish the teacher’s bios on the website, along with photos, so we can learn more about them.

We are contracting services (1099) of two nurses to take care of a student. \$23per hour, 6 hour days, TOTAL FOR YEAR is \$25530. We also paid \$360 for liability insurance for the year. Jeremy asked if an email needed to be set up for the nurses. Brian will get Jeremy the information to get it set up.

## **OUTDOOR SPACE**

Brian has been getting a lot of questions from parents about the outdoor play space. He is waiting for the drawings from the committee but in the mean time he bought a bunch of sports equipment for outdoor play. Steve interjected that it is now time to break up the work into committees and finish the plan so we can move things along in the play area. Additional discussions about the outdoor space took place.

## **BUILDING**

The push bars on the front door work but when someone leaves the door sticks open. Brian contacted the door company and they came out free of charge. The push bars were added to the existing doors so it leaves us with the option to “hit the doors hard” or buy new doors. Brian is going to price out new doors.

The HVAC unit in the bathrooms, art room, and EC room is not working properly and Brian is still working on it.

There is some concern about the noise level in the rear classrooms. Brian is going to get with Jeremy (the restoration guy) about a price quote on dividers and a permanent solution.

Brian is working on some boundary decisions for the outdoor space. We are still lacking fencing so we need some boundaries in place when the kids are outside. We passed fire inspection (still need maps by each door). The inspector made it clear that if we added any more space to this building he would require a sprinkler system.

Brian reminded the board we are going to start advertising our lottery January 1<sup>st</sup> and decisions about adding a grade need to be made and a plan in place before then. Discussions ensued regarding modulars, adding classrooms, and garden space.

## **CONCERNS**

Brian gave a friendly reminder to the board to please direct all parent concerns to the teachers first and second, Brian.

## **NUT FREE SCHOOL**

Brian presented the board with the current procedure for nut allergies and opened up this topic for board discussion. The board agreed that we cannot legally become a “nut free” school due to liabilities nor can we afford to and still provide nutritious lunches. The board also agreed that Jeremy will hold a nutritional workshop for parents and Brian will work on a friendly letter to parents informing them that there is a child with a severe tree nut allergy in the school.

### **Facilities Committee:**

No update since last meeting.

### **Executive Committee:**

No update since last meeting.

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

No update since last meeting.

**Academic Committee:**

No update since last meeting.

**Finance Committee:**

No update since last meeting.

**Development/Fundraising Committee:**

Jill updated the board with the tentative date of March 9<sup>th</sup> for the Golf Tournament.

**IT:**

Jeremy updated the board that we are now wireless. He has a little more work to do to get every classroom hard wired.

**OLD BUSINESS/NEW BUSINESS:**

Jeremy updated the board with the details for the CB Boat Regatta. Brian will pass along information to parents.

Jeremy is setting up a nutritional class to be held on October 23<sup>rd</sup> at 5:30pm, which will also include how-to pack a nut free lunch.s

Christina asked if we could do a photo of the kids on picture day for Thank You notes. Brian already has something lined up for the Charter campus and Jennifer is going to schedule something for the Children's School.

Various discussions ensued between board and attendees.

Kemmy motioned to close the meeting. Second given by Jeremy. Meeting adjourned at 8:48pm.

**The next CHARTER SCHOOL meeting will be Wednesday October 16th, 2013, at 7:00pm, at the CHILDREN'S SCHOOL.**