

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
1.20.16**

In attendance: Melinda, Brian, Steve, Jeremy, Drew, Michael, Jill (via phone), Carrie, Steph and Dan
Staff: Samara

Charter School:
Call to order 7:05pm

Previous meeting minutes: Michael motioned, Jeremy second. All approved with Dan's revisions he sent Christina.

2 Minute Visitor Comments:
No visitors today.

FSA Liason:
No one present.

Academic Committee (Samara):

11 tutors from Island Women are willing to work with students who have been invited from each class. 16 students have been identified.

Webinar on February 9th NWEA (sp?), provider of benchmarking, assessing and final progress will be viewed to decide if they are a potential provider for these services.

Progress reports are due Friday at noon and Carrie will help proofread before they go out. Melinda suggested that board would benefit from hearing from middle school teachers to learn what Montessori middle school is about. Will invite them to next meeting.

Head of School Report (Brian):

Head of School Report
Enrollment update 2015/2016 school year Charter School
183 students, 9 short of capacity, one left over MLK break and reasons being investigated
New Hanover, Brunswick, Pender

Financial update
Current cash in bank: \$268,869
Cash able to draw \$232,188
Fundraising account: \$961
Please review attached budget.

Updates:

Mobile unit skirting was fixed, still has some caulking issues Brian will take care of.

Hot spots increased and wi-fi is excellent. No word on licensure issue; Brian has not had time to investigate.

Goals sent to the state for testing: 39 to 50% in Science, 3% increase in language, 4th, 5th and 6th grade will increase math score by 10%. Left out 3rd grade and 7th grade. Melinda made a motion to send goals and Steph seconded.

Calendar was reviewed for 2016-2017 school year. Jeremy made a motion to approve and Melinda seconded. All approved.

We went into closed session at 7:35pm.

Opened session 7:42pm.

Employee discussed will be let go at the agreed upon date. Jeremy made a motion to approve and Michael seconded.

Samara Kuhn will be offered the position of Lead Teacher at commiserate pay.

Steve Shuttleworth being hired as the Project Manager, \$5,000 at beginning and \$5,000 at end. Melinda accepted Steve's resignation from the Board. Melinda made a motion and Dan seconded that we will enter into a memorandum of understanding for the \$10,000. Melinda thanked Steve for taking on this role, as we understand the payment is below market value for the services that will be rendered.

Update from Steve on property/building: He met with Right Angle and presented gantt chart for timing. He is reviewing county requirements to make sure we need to do the road. Brian wants to plan for 2 boxes each with 4 classrooms and a bank of bathrooms in each. Two site plans will be sent to Brian to choose for the driveway (whether it extends the road straight back to cul-de-sac or a driveway that circles around. Stormwater will drive decision, needs room for retention pond. Shooting for August 1st completion.

Lottery numbers so far: public applications/sibling applications

K- 9/8

1-6

2-1/2

3-2/1

4-3

5-2

6-0

7-2

8-1

Policies (Steph)

Table of contents that outlines organization for combination of all policies including the numbering/ cross-referencing system has been completed and sent to Brian and Melinda for review. Some additional policies are recommended based on best practices at other Montessori Charter schools.

IT:

No new updates.

LUNCH PROGRAM

New food policy was sent out by Jeremy for all to review.

Finance/ Insurance (Dan):

Discrepancy in insurance amounts (what we think is needed versus investor) is being worked on. Investigating buying the waiver of the pre-paid penalty. Contract for Loan is being re-negotiated, needs to be approved by board. Dan is talking to banks, would like to show them completed tax returns. Banks are most interested in audit results, which should be available soon. 4-year budget needs to be reviewed.

Adjourned at 8:08pm

Addendum:

Brian sent email on 1/21/16 asking for note on issuing a contract to a new bookkeeper, Nancy Busovne. Votes received electronically by BOD to approve.