

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
07.16.14**

In attendance: Christina, Melinda, Brian, Michael, Jill, and Steve

Absent: Stephanie, Jennifer, Jeremy, and Kemmy

Visitors in attendance: Lori Birdsong

Steve motioned to open the meeting, seconded by Jill. The Island Montessori Charter School Meeting was called to order at 7:13pm by Melinda.

2 Minute Visitor Comments:

None.

FSA Liason:

63 families came out to the Children's Museum night. 475 books came in through the book drive. \$1,800 left in the bank account.

Previous Minutes:

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

Academic Committee:

Brian presented the academic report, stating we are still waiting from the state to get the actual data from the EOG's. Everything has been ordered for next school year. There are some possible changes with Montessori Compass and we should expect some software bumps when school starts. Montessori Compass has plans of bringing a better flow to the software for parents and teachers with more personalization for each student.

Head of School Report (Brian):

Enrollment update 2014/2015 school year

- Full for next year, 2 pending withdrawals.
- There has been a change in the withdrawal form & a reason for withdrawal has been added.
- 168 students
- 162 New Hanover, 6 Brunswick

Financial update

- Current cash in bank: \$96,893.23
- Cash able to draw: \$0.00
- Payroll for July 30th will be \$44,978
- Fundraising account: \$9,866.37 (only got \$400 from board for teacher gifts from the board so I covered the difference with fundraising money.)
- Please see budget sheets attached
- As of the board meeting time we may have 20% of our allotment which we are able to draw from per an email Brian received today.

Summer Reading Program for 3rd Graders

- Students will take the Read to Achieve Test on July 30th.

Building

- We are 12 days behind schedule of where we were expected to be at this time. Waiting on building permit as of 7/9/141. Within 10 days of permit, Learning Cottage will be set. Site work complete. Will need sidewalk and fence once building is set.
- We can't install the fence until the building is up. We have some quotes coming in for carpet cleaning, fence, and we went with an exterminator to help get rid of pests.
- Classrooms were touched up with paint and hallways were painted.

Staff

- Brian is expecting some upcoming issues with hiring future staff (7th and 8th grade). He anticipates having to hire 2 teachers for the 7th grade in order to cover the teacher qualifications. Additionally, we need a Montessori trained teacher.
- Brian would like to recommend Lara Hamlet for the upper elementary teacher position. Melinda motioned we hire Lara, seconded by Jill, approved unanimously.
- Brian would also like to recommend Carrie Howard as the new 1st grade EC Assistant. Melinda motioned we hire Kerri, seconded by Jill, approved unanimously.
- Brian interviewed 4 candidates for the music teacher position. The teacher he would like to recommend has a master's in vocal music production. Melinda motioned we accept the music teacher, seconded by Steve, approved unanimously by the board. Steve shared that he would like to see a better pay scale for our teachers in the future.

Audit

Kemmy came in yesterday to help sign the contract on the audit company.

Teacher Gifts

Melinda has received checks from everyone except a few, whom she will collect checks from after the meeting.

Board Elections:

Melinda sent a letter to Brian to send out to parents announcing the 2 open board positions, possibly 3.

Executive Committee:

Melinda presented the committee report. The committee met this week and discussed the strategic plan. They are currently reviewing old policies and procedures and identifying any new ones needed. They are also working on the crisis management book. We must have good parent training in the school year 2014-15. We are assigning the **Academic Committee** the task of setting up at least two dates for parent training (Jennifer will take lead on this).

Fraternization Policy:

Michael discussed his interpretations of the NHC policy and presented his recommendations. He will bring a final draft to the next meeting for a board vote.

Facilities Committee:

Given in conjunction with the HOS Report

Marketing/ HR Committee:

No update since last meeting.

Finance Committee:

Financial report was given in conjunction with the HOS Report.

Development/Fundraising Committee:

No update since last meeting.

IT:

No update since last meeting.

LUNCH PROGRAM

No update since last meeting.

OLD BUSINESS/NEW BUSINESS:

Steve mentioned the NHC school board and county commissioner has proposed a \$160 bond for schools, which will affect 80% of our charter school parents.

Christina reminded the board about the Dragon Boat race in September and we should start putting the word out a little harder so we are more prepared with a team and sponsors when the time comes.

Recommendation for Contracts

Melinda motioned to go into closed session to discuss personnel policy at 8:00pm.

Board came out of closed session at 8:20pm.

Christina motioned to close the meeting. Second given by Jill, Meeting adjourned at 8:21pm.

The next meeting will be Wednesday August 20th, 2014, at 6:30pm, at the Children's School.

REMINDER: All minutes/committee reports/HOS report/financial reports are due to Melinda by Friday, August 15th.