

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
4.20.16**

In attendance: Christina, Drew, Michael, Jill, Renae, Jeremy, Melinda, Dan

Absent: Stephanie

Staff in attendance: Brian and Carrie

Visitors in attendance: Eleanor and Yvonne

Melinda motioned to open the meeting, seconded by Jeremy at 7:02pm.

March meeting minutes: Drew made motion to approve; Melinda seconded board unanimously approved March minutes. Jeremy has them posted to the website immediately now.

Melinda welcomed the teachers to the meeting: Eleanor and Yvonne.

**Academic:**

They spoke to the board about their experience at the Montessori Conference in Chicago.

Eleanor went to seminar on Kindness, the 5 great lessons, math, grace and courtesy, and geography.

Yvonne talked about her favorite author presented – Michael Duffy, the great lessons were all standing room only sessions, Managing Montessori in Public Schools – focus on how to deal with the required testing. Also Grace and Courtesy lessons book that many of the teachers got, Yvonne using it for writing prompts in her room. She emphasized the importance of incorporating practical life and grace and courtesy into the upper El and Middle School.

Carrie told the board about her sessions she attended, many of which were on leadership. Melinda gave Kudos to Yudos on behalf of the board for Brian for sending the teachers and staff to the Montessori conference because it was obviously very educational and worthwhile opportunity.

Brian gave Head of School report:

Enrollment update 2015/2016 school year Charter School

- 184 students 1 Pender, 10 Brunswick, 173 New Hanover County

**Financial update**

- Current cash in bank: \$336,939.81
- Cash able to draw \$239,377
- Fundraising account: \$985.52

Brian talked to the New Hanover County schools accounting person and they think they are requesting \$500 more per student – no guarantee anyone will get it, but still positive that there might be an increase. The amounts are still the same as what per head students get since 2008.

- Please review attached budget. The state has not given Brian a rough budget from them. He does not have bids back yet on insurance, custodians, flooring for the hallway outside the bathrooms.
- Please eyeball this rough 2016/2017 budget. I will have a presentation for you in May. They have not given us a planning allotment number yet so revenue is put in this at our current rate.
- Audit letter from state – for a response Dan created an fantastic spreadsheet as that will accompany a letter from Brian and signed by Melinda and Dan as well.
- Auditor selection – Brittany has selected a new one that also does Washington Montessori School.

Brian will give us a print out at each meeting of when he moves line items from the budget to another line item. This is way to deal with and show accounting for unbudgeted items that come up during the year.

## **Facilities**

- See attached schedule for building project that Steve prepared. The only hold ups are on contractors and some permits. Brian thinks that his conservative approach is rubbing off on Steve since Steve has given such a realistic deliverable schedule for the building and driveway project.
- The person Brian commissioned to remove debris had not come through as of yet. I am currently looking for someone else to do it. Want it all gone by work on Wilmington.
- Work on Wilmington grant will be happening in April 23rd rain or shine.

## **Policy**

- Testing policy: to make it clear to parents that there is no getting out of testing at IMS that is required because contingent on state funding.
- Vendor policy: for the board to have authority to approve contracts above a certain amount  
Amendment's: \$3,000 for non-budgeted requires approval of president and treasurer, full board approval required for amounts over \$10,000. Policy approved unanimously with the suggested changes.

## **Personnel**

- Interviewing will happen for Curriculum Coordinator, EC teacher, Environmental Science teacher, and Guidance Counselor the end of April first week in May
- See attached Curriculum Coordinator job description. Job advertising will start over Spring Break. We also anticipate hiring another full time EC teacher and 75% Environmental Ed teacher.

Additional policy from Stephanie: Family Educational Right Privacy (FERPA). Melinda made motion to approve, Dan seconded and all board members voted in the affirmative.

**Dan gave update on the process with the banks. The USDA has a problem with the refinance portion of our current loan agreement. Michael and Dan continue to work on alternative Thank you to Dan for all the time he has spent on the financing and overseeing the budget for the school. Thank you also to Michael for all of his time reviewing the documents.**

State improvement plan: Brian is encouraging the teachers to meet together weekly in their grade level teams because that was something that was determined to be helpful. NWEA is in the budget for next year to help with directing instruction and growth models.

New board members: discussion on names for new potential members and Melinda will be doing more follow up on that.

Dan suggested that we acknowledge the FSA for all their hard work on the Tinted Turtle Trot and other events this year. Some ideas were discussed and will be followed up on by Jill.

Jill shared about Life Kinetic program being held in the 6 weeks prior to the EOGS. The kids will be pre and post tested, helps with brain training and getting more parts of the brain engaged.

Motion to adjourn by Renae, seconded by Melinda and meeting adjourned at 8:46pm.

The next IMS Charter school meeting will be at 7pm at the Charter School on Wednesday, May 25<sup>th</sup> instead of the 18<sup>th</sup>.