

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
08.26.15**

In attendance: Jeremy, Melinda, Christina, Brian, Michael, Stephanie, Steve, Carrie, Stephanie, Drew, Renae, and Dan

Absent: None

Visitors in attendance: None

Staff in attendance: Samara Kuhn

Jeremy motioned to open the meeting, seconded by Jill. Island Montessori Charter School meeting was called to order at 7:30 pm by Melinda.

Previous Minutes:

Melinda motioned to approve the previous minutes as amended, second by Jill, approved unanimously with suggested changes.

2 Minute Visitor Comments:

None.

FSA Liason:

None present.

Academic Committee (Samara):

Samara gave a quick update on the first week of school so far. Drop off is going smooth and not as many tardy students. All of our students who are at the “dojo” are adjusting well and the staff is doing a great job given the circumstances.

BOG's are scheduled for September 8th. Correspondence to parents will go out Friday.

Science materials have been ordered. There are some remaining items they would like to get and have asked the grant committee to help with grant writing. Lori and Gigi are planning to attend the next Academic Committee meeting.

7th grade is working on cleaning up the garden and are planning what they would like to plant.

Science night is scheduled for September 11th from 5:30 – 7:30pm. Samara invited the board to attend. The primary teachers will be on campus and will set up in the Art Room with a zoology exhibit. Drew said the Science carts will be ready by then.

Academic committee retreat minutes are attached.

Positive Discipline Workshop was a success and the Academic Committee would like to add more workshops for parents in the future.

Head of School Report (Brian):

Enrollment update 2014/2015 school year Charter School

- 190 students
- 1 Pender, 12 Brunswick, 178 New Hanover County

Financial update

- Current cash in bank: \$169,000
- Cash able to draw \$171,000 – state dropped to get schools going. Still have no idea what ADM will be.
- Fundraising account balance: \$1,419
- We have extensive bills and PO's outstanding plus August payroll. Brian does not have budget sheets for either school this month due to the audit and start of school.

Facilities

- Middle school building has a set delivery *shipment* date of Sept 15th.
- Rest of building in good shape. Fire walk through went well.
- Steve got the final plan today from the architect and they have a few updates to make concerning walkways to pass approval.
- Steve spoke with our benefactor about renegotiating the terms of our agreement. We have not finalized anything yet but we have been working on contract terms and should have an update soon.

Fundraiser

- Brian would like to roll out “Win the Cash” raffle tickets Sept 28th and host drawing at Fall Festival. 10 tickets per student at \$10/piece. Drew presented the board with a mock up ticket. The board made some modifications, which Drew will implement, and review with Brian. The board approved Drew to move forward with ticket manufacturing at \$500 cost.

Personnel

- Recommendation to hire upper elementary teacher.

Other

- Our neighbors called and complained about the cars that were making U-turns on Golden Road. Brian has remedied the situation and wants to keep our neighbors happy.

Executive Committee:

No new updates.

EC

No new updates.

Grant Committee:

No new updates.

Finance Committee:

Financial report was given in conjunction with the HOS Report.

Development/Fundraising Committee:

IT:

No new updates.

LUNCH PROGRAM

Whole Foods is going to take over our free and reduced lunch program. Jeremy is working out menu details with them and will have an update within the next week or two. There are 2 days for hot lunch options and cold lunches the other 3. These options will also be available to all students. Jeremy also mentioned that we may need to get a one or two new refrigerators or at the very least, more refrigerator space.

After School Specials:

No new updates.

HR/Policies and Procedures:

Stephanie updated the board about what she has been working on. She completed the Parent Handbook and added a nepotism clause, which aligns with NHC to Employee handbook. Steve made a motion that we adopt the nepotism policy, second by Jeremy, approved unanimously.

Jeremy asked the board to consider removing a sentence from the Parent Handbook under Birthday Celebrations and that we not celebrate birthdays with food in general. Brian and Carrie are going to take care of this and notify parents of the change.

OLD BUSINESS/NEW BUSINESS:

None.

CLOSED SESSION:

Melinda motioned to go into closed session, second by Steve. Board went into closed session 8:13pm. Board came out of closed session and Melinda motioned we offer a contract to Casey Rodriguez as lead teacher in Upper Elementary. The board approved the new contract unanimously.

Meeting adjourned at 8:29pm.

REMINDERS:

- **Next board meeting is Wednesday, September 16th, 2015, at the Children's School**
- **All committee reports are due by Friday, September 11th, 2015.**