

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
09.17.14**

*In attendance:* Christina, Jennifer, Melinda, Brian, Jeremy, Jill, Dan, and Michael

*Absent:* Steve

Visitors in attendance: Barbie Roberts and Renae Harris

A short introduction was given by Mrs. Roberts Program to the board along with a beautiful presentation on the Albinesi Program.

Michael motioned to open the meeting, seconded by Jill. The Island Montessori Charter School meeting was called to order at 8:35pm by Melinda.

**2 Minute Visitor Comments:**

**FSA Liason:**

Barbie Roberts presented multiple fundraiser ideas on behalf of the FSA, which will occur once a month. The FSA raised \$150 from the Pizza Hut Fundraiser on 9/16. The FSA asked if they could do something kid oriented to celebrate Earth Week.

**Previous Minutes:**

A motion to approve the previous minutes with the discussed revision correction on page 3 was given by Michael, seconded by Jill, and were approved unanimously by the board.

**Academic Committee (Jennifer):**

Samara presented the board with a copy of the IMS Student Planners for UE/LE.

Parent Communication: Lead Teachers MUST be the point of contact for parents; Assistant Teachers are not to respond to questions/concerns with parents.

September 26 Teacher Workday: Yvonne will conduct a 45-minute training on SRA; Jennifer will conduct a 1.5 hour communication training (How to Communicate with Parents).

SRA discussion:

- Teachers should be reassessing students
- Third-year students should be self-correcting their work
- The new Primary/Kindergarten SRA is still on back order

Reading 3D:

- Program/Assessment offered through DPI
- State provides the materials and iPads for K-Grade 3
- Read to Achieve binders
- Staff will be trained on how to implement the Reading 3D program/materials
- Provides hard data
- Less paperwork than other assessments
- Samara will send links to the Reading 3D Live binder for AC to consider

- AC will review the Reading 3D info; if we decide to use Reading 3D, we will need to set up a training date for all staff
- Cons: Use of iPads in the classroom, too many assessments for students, and control by the state in exchange for free technology.
- Pros: Hard data for parents and ease of data collection for teachers.

AMS Professional Development opportunities:

- Samara shared info about upcoming AMS webinars
- New AMS rule change – *Teachers who received their AMS certification on or after July 1, 2013, must complete 50 professional development hours every five years.*
- **Question:** How much money is in the budget for professional development?
- **Question:** Who should attend the Montessori weekend conferences?
- Samara will create a log/form for teachers to use to track professional development hours.

Yvonne also suggested the following topics for professional development:

- SRA – Teaching third year students how to use the self-correcting tools
- Data collection/RtI Intervention strategies
- Albanesi Management
- How to talk to kids

Donors Choose website? Jennifer will work with Dan Camacho to review the site and determine if this program is appropriate/worthwhile for IMCS.

Reviewed the Academic Integrity and Discipline Policies: Nominal changes were recommended. Final drafts attached.

Record Keeping:

We are in the process of creating spreadsheets for each grade level to be used for record keeping – this is to replace Montessori Compass. Teachers were asked to give Melissa Griffin, a parent volunteer, the information for the spreadsheets by Friday, September 12.

Albanesi concerns:

The Advanced Level that was purchased for Upper Elementary does not align with NC Standards for Upper Elementary grades. The Advanced Level set aligns with higher level standards.

Student Support Team: AC recommends moving forward with the formation of the Student Support this school year. We are inviting the following teachers to represent each grade level:

- Carmen/Primary
- Eleanor/Lower El
- Kelly/Upper El
- Liz Quirk/Specials
- Committee Chair: Eleanor
- Co-Chair: Jennifer

**Tasks for our next Academic Committee meeting:**

Tina and Eleanor will research training opportunities and costs.

Request WALL CABINETS FOR EACH CLASSROOM to store materials/supplies!!!

Tina will research science kits for Primary/Kindergarten.

Jennifer will research Donors Choose website.

Jennifer will email members of the Student Support Team.

Alicia plan and schedule RtI training for ALL staff – please share dates and topics with staff.

Samara will contact Albanesi to determine if the Advanced Level sets can be exchanged for Junior Level sets.

Jennifer motioned that the board adopts the motion integrity policy. Second given by Jill, approved unanimously by the board.

Jennifer motioned the board adopt the IMCS Discipline Policy. Second given by Jill, approved unanimously by the board.

Jennifer updated the board on some new communications coming to the school community. Jennifer is working with Dan Camacho to update and streamline our school's website and create a school-wide calendar to be shared on our website. She will also be writing weekly school newsletters, FB posts, and articles, as well as providing staff training on effective communication strategies.

**Next academic committee meeting:** Tuesday, October 14, at 3:45pm at the Children's School campus.

### **Head of School Report (Brian):**

#### **Enrollment update 2014/2015 school year**

- Full for the year with 168 students.
- 162 New Hanover, 4 Brunswick, 1 Pender
- The 20<sup>th</sup> day of school is September 23rd. Once we get there we will be able to get exact dollar figures for this year.

#### **Financial update**

- Current cash in bank: \$88,141.60
- Cash able to draw: \$208,696
- Fundraising account: \$7,101.90
- Budget - Brian noted that the budget is not time accurate with Brittany being gone. Many large bills are sitting on her desk and will get paid for upon her return.

#### **Building**

We have a new cleaning company, which costs \$1,000/month. Teachers very happy with them. We are getting the garbage and recyclables taken out every day, bathrooms cleaned every day, and whole building cleaned Monday, Wednesdays, and Fridays. This is a significant increase in cost, but seems to be worth it so far.

Health Department came in this week and dinged us for a few things (dumpster open, supplies not on shelf).

Our well main line was damaged when Duke Progress Energy ran their line to the Learning Cottage. Brian is searching for someone (plumber) who would/can fix it for us, as this is the only source of water we have outside.

Finishing touches being put on the Learning Cottage this week (the skirting).

#### **Teacher for 2014/2015 school year**

Brian presented qualifications for the new Art teacher, Diana Betts and would like to offer her a contract.

The Spanish position did not work out. Brian is still investigating other options

### **Executive Committee:**

Melinda motioned that we review the Strategic Plan and have it ready for discussion at the next board meeting. Second given by Jill, approved unanimously.

Melinda mentioned she had some potential board candidates come forward. Discussions ensued regarding board needs/strengths. The board agreed that a “Montessori” candidate and a “Development” candidate will further strengthen our board.

Melinda motioned that we table the crisis policy for discussion at the next board meeting. Second by Jill, approved unanimously.

Melinda is meeting with someone this week to discuss potential Capital Campaign Fund candidate. The board met in small groups to discuss how we would raise money for the school. The board discussed ideas as a group and agreed to add this topic to the next board meeting agenda.

**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:**

Christina updated the board with the amount raised so far for the dragon boat race and team needs.

**Recommendation for Contracts**

**Melinda motioned to go into closed session to discuss personnel policy at 9:17pm.**

Board came out of closed session at 9:43pm.

Michael motioned that we offer contracts to the Art Teacher, Diana Betts, and EC Teacher, Alicia Rheel. Second given by Jill, approved unanimously by the board.

Christina motioned to close the meeting. Second given by Jill. Meeting adjourned at 9:47pm.

**The next meeting will be Wednesday, October 15th, 2014, at 6:30pm, at the Children’s School.**

**REMINDER:** All minutes/committee reports/HOS report/financial reports are due to Melinda by Friday, October 10<sup>th</sup>.