

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
3.15.16**

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

Absent: Dan, Melinda, and Stephanie

Staff in attendance: Brian, Carrie and Alicia

Visitors in attendance: none

Brian motioned to open the meeting, seconded by Drew at 7:02pm.

The board unanimously approved February minutes with Dan's suggested changes.

Alicia gave academic committee report :

NWEA:

Implementation of this will begin next year. Due to professional development requirements and the desire to have only one contract (because of the addition of eighth grade). Teachers can expect professional development in data use and proctoring in August.

Grant Committee:

Grant committee was sorry for absence and will inform us next month on any updates.

Kindergarten visits:

Carrie Will design a schedule similar to last year. Six kids a day will visit and two kids will go to each of the lower elementary classes. Samara will be finding the letter sent out last year, so that it may be used for this year as well.

EOG Prep:

Kelly passed out a first draft of the schedule for EOGs. The list included locations for testing, proctors, and additional support.

- Kerry Novotny has the list of parents who proctored last year and will be giving this list to Kelly to use for this year as well.

- to be aware of other licensed teachers who can help, Kerry and Lisa were added to the list.

-first and second years need to have a field trip planned for the EOG days, Melissa will be contacted in order to plan that.

-The staff will have EOG training on May 11

-proctors will have a meeting the week of the 16th, and parent help for proctoring will be held on May 17.

Scheduling conferences:

Due to another training, conferences will not be held on the half-day in April. Teachers should plan on scheduling conferences either before or after school; also they can be planned during lunch. No conferences should be held during work cycle and in class hours.

Conferences can be scheduled April 4 through April 8.

To be on the agenda for our next meeting:

- bridge ceremony planning

Alicia also let us know about the audit that the state did for her and the feedback that she got as well as what she needed to do to correct certain files. She will get letter saying that our EC program is in good standing for the next 5 years. The IMS EC website is up and running under Academics with sites, app suggestions and staff information.

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: \$328,219.93 • Cash able to draw \$118,973 • Fundraising account: \$990.52 •
- Please review attached budget.
- I will be starting to create 2016/2017 budget over spring break. I hope to have a very rough draft by the April board meeting. Brian is working on some new salary scales for next year.

Facilities:

- Ordered building, 1 of the 6 permits is approved. Steve things we will break ground the end of April.
- Work on Wilmington grant will be happening in April. The Middle School Building area will be beautified. Lottery
- Enrollment forms due back March 31st.

Licensure Issues:

Things have improved somewhat at the state. Just Tara Robinson is waiting for a license to be processed. No lateral entries have been processed. Please see the attached spread sheet for details, we are now at 77% of teachers with licensure, not the 35% the state reported.

- 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.

Carrie wrote list of improvements for the Charter school beautification of the campus.

Brian continues to work on the State improvement plan.

Dan and Brian have met with 3 banks so far on the long term, traditional financing plan for the school. A 4<sup>th</sup> bank has requested our paperwork. Brian feels good about 2 banks getting us proposals shortly.

Stephanie did an appendix with the school policy manual regarding the school calendar, vendor and testing policy.

Will be voting on:

School calendar – Jeremy made motion, Christina seconded. Voted on and approved unanimously.

Brian requested to table vendor selection policy until the April meeting.

Testing policy – Jeremy made motion, Christina second. Voted on and approved unanimously.

Motion to adjourn by Christina, seconded by Michael. Meeting adjourned at 7:28pm.

The next IMS Charter school meeting will be at 7pm at the Children's School on Wednesday, April 20<sup>th</sup>.