

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
11.17.15**

Charter School:

Call to order 7:05pm

Congrats again to Christina and the Dees family on welcoming new baby Brielle.

Previous meeting minutes: Drew motion, Jeremy second. All approved.

2 Minute Visitor Comments:

No visitors today.

FSA Liason:

No one present.

7:06pm Closed session

Voted to come out of closed session, 7:14 came back into open session

Brian: wants the board to vote to pay lead teachers to come to the Saturday CPI crisis prevention intervention training certification. All staff comes to the half day, just lead teachers would come to the full Saturday. Jeremy made motion, Dan second lead teacher pay reimbursement. Unanimous approval.

Academic Committee (Samara):

Progress reports to be updated/created for 7th graders. All teachers have until the 1st week in December to make any changes to format of current progress reports. Probably won't be making any changes.

They are still working on finding enough tutors for upper and 7th grade students for reading and math. Carrie talking to Island Women

Meeting to discuss bridging between the kindergarten, lower, upper, junior high as far as the materials and classroom. Primaries (k) going to start using a work plan as a way to help bridge and ease transition.

Samara working on academic newsletter, went around getting pictures and input from the teachers. Jeremy offered video camera to Samara to help create online short clips of students working with different materials.

Drew and Steve will be in touch with each other about the plan for the microscope that's being donated. Drew going to see about getting a source to get Petri dishes donated to the school.

8th grade will have online testing required next year per the state, looking into what all that will require.

Head of School Report (Brian):

Head of School Report

Enrollment update 2015/2016 school year Charter School

188 students

177 New Hanover, 11 Brunswick, 1 Pender

Financial update

Current cash in bank: \$102,154.74

Cash able to draw \$483,840

Fundraising account: \$943

Please review attached budget.

Facilities Updates:

The new fencing going up Friday. Finally moving into the new building, YAY!! Meeting with Engineers next year for next phase expansion. The cottage manufacturer is taking off \$1500 for the ramp and stairs and paid for having to add the new door. The skirting will also be corrected.

Brian said there was a warning letter from the teacher license department, but the license department is just really behind on their processing. Brian cleared it up with Deanna at the Office of Charter Schools and will follow up again with the department.

Lottery and prospective parents meetings: lottery drawing Feb. 23rd and the deadline for applications is Feb. 5th. An ad will go into the Wilmington Parent magazine that advertises the prospective meetings.

Budget

Brian didn't include the revenue from the Children's School in the current revenue budget. He will start including the invoice that goes to the Children's school from the Charter school to better reflect. Dan and Brian will sit down and discuss to make sure it's properly reflected now.

Taxes/IRS: Nigel, Dan, Brian, Brittany and Shawn all met to discuss the audit. Things caught: need conflict of interest forms filled out. Pretax, separate accounts for penalties and interest and credit cards, and bank reconciliations. Brian posed question about

improvements that have been made to the property and how that affects the property value, showing as depreciation, financial, etc. There was discussion around making sure.

Action: Jill makes motion to pay the rest of the tax lien off using combination or loan from charter and cash from Children's school, Jeremy seconded. Unanimously approved on vote.

Marketing: Drew has created a vinyl sticker that parents and family can put on their vehicles. Brian looking into ordering cost to give to all families as a branding and advertising gift.

Adjourned at 8:18pm

IT:

No new updates.

LUNCH PROGRAM

No new updates.

After School Specials:

Working on the schedule for spring semester.

OLD BUSINESS/NEW BUSINESS:

There will be no December meeting.

Meeting adjourned at 8:18pm