

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
12.18.13**

In attendance: Christina, Jill, Jennifer, Brian, Kemmy, Steve, Stephanie, and Michael  
Absent: Jeremy and Melinda

Visitors in attendance: Lori Birdsong Camacho, Vicky Messer, Todd Fischer, and Samara Kuhn

Steve motioned to open the meeting, seconded by Christina. The Island Montessori Charter School Meeting was called to order at 7:05pm by Jennifer.

**2 Minute Visitor Comments:**

None.

**FSA Liason:**

Vicky updated the board the FSA is moving along and is in the process of creating by-laws and incorporating. They will be having their first meeting in January 13<sup>th</sup>.

**Previous Minutes:**

A motion to approve the previous minutes as amended was given by Jill, seconded by Stephanie, and were approved unanimously by the board.

**Academic Committee:**

Samara updated the board they are in the process of creating progress reports and plan to virtually send out in addition to handouts that will be sent home on January 27<sup>th</sup>. Samara also gave the board a math lesson using the bead frame.

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

**ENROLLMENT UPDATE**

140 students - lost one due to relocation out of state and other due to attendance issues.  
136 New Hanover, 4 Brunswick (our Pender student moved into NHC)

**LOTTERY**

Brian will be attending a Lottery seminar with the state on 12/19/13 to learn about any new laws that would come into play with our lottery held in February. Brian wants to attend this seminar before he creates the applications. The applications will be created over the holiday break and will be shared with board via email. Presentation is still being worked on, but will be ready for the first meeting in January.

**FINANCIALS**

- Brittany and Brian attended training at DPI for the cash management system and reporting systems of DPI on 12/16/13.
- We received our November allotment drop December 6th ☺ We now have 68% of our funding promised from the state, no Federal money as of yet. The counties are doing a nice job with payments.
- Starting to work on next year's budget (goals: retirement plan, upper elementary teacher, Spanish, ½ time EC teacher, along with everything else)

## **MARKETING**

- ½ page advertisement in Wilmington parent with dated of prospective parent meetings in their January “SCHOOL” issue.

## **BUILDING CONCERNS**

- Crack is slated to be fixed over holiday break.
- A wall will be constructed over holiday break in the 4/5 room. Brian will know more about material cost this week.
- Will have lease proposals at meeting from hopefully three companies for a one classroom modular.

### **Executive Committee:**

Submitted a written report to the board with updates.

### **Academic Committee:**

None.

### **Facilities Committee:**

Discussed in HOS report. Additionally, Steve, Brian, and Kemmy are going to work on an action item list for the next meeting about moving forward with the expansion.

### **Marketing/ HR Committee:**

The school sponsored the Jingle Bell Run this past weekend. Stephanie updated the board via Marketing report.

### **Finance Committee:**

Financial report given in conjunction with the HOS Report.

### **Development/Fundraising Committee:**

SAVE THE DATE: March 8<sup>th</sup> is the Golf Gala Event Date. Will discuss more details at the January meeting.

### **IT:**

No update since last meeting.

### **OLD BUSINESS/NEW BUSINESS:**

Stephanie reminded the board the prospective parent meeting would take place before the next board meeting. Stephanie asked when the application was going to be done and if we would have the schedule for next year before this meeting. The calendar will differ but we will not have details printed before the meeting.

Jill motioned to close the meeting. Second given by Kemmy. Meeting adjourned at 7:36pm.

**The next CHARTER SCHOOL meeting will be Wednesday January 15th, 2013, at 7:00pm, at the Charter School.**

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