

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
05.20.15**

In attendance: Jeremy, Melinda, Christina, Brian, Jill, Michael, Renae, and Dan
Absent: Steve and Drew

Visitors in attendance: Barbie Roberts, Christine Christensen, and Alicia Rheel

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

Melinda welcomed visitors in attendance.

Previous Minutes:

Melinda motioned to approve previous April minutes, second by Jeremy, approved unanimously with suggested changes.

Melinda proposed that we adopt the minutes for the board retreat, second by Jill, approved unanimously.

Melinda motioned to approve the amended March minutes, second by Jeremy, approved unanimously.

2 Minute Visitor Comments:

Barbie expressed her concern for tables and chairs that would appropriate fit the upcoming (and growing!) 7th graders.

FSA Liason:

Barbie updated the board about the Painting with a Twist fundraiser, which made \$500. FSA had board elections and have a new board for next year. Dan asked the FSA to send in photos of the new board members so we can "meet" them. Jeremy is going to fix the FSA email account so that the fsa@islandmontessorischool.com email goes to ALL members.

Academic Committee (Alicia):

Alicia updated the board that at the last Academic Committee meeting they discussed how difficult it is for the Kindergartners to use Albanesi and all 3 teachers suggested taking it out next year. Board discussions ensued regarding Kindergarten math, increased parent education, and "expectations" for each grade.

Samara also talked about specials that might be offered at the charter school next year. She asked Academic committee for feedback about using the school after hours. There have been some issues in the past and teachers want to make sure their classrooms are safe. There was also concern about how many specials would be offered next year. Christina and Dan are working on a specials program(s) for next year and will take this feedback into consideration.

Samara and Yvonne are excited about the Year of Science next year. They have even created a Pinterest board to start keeping track of ideas. They are also planning an end of the year Science Fair (no judging, just classroom presentation). More to come on the “explosion” or “blast off” for kick-starting the year.

Alicia reported that Meghan reviewed her practical life binder and shared lessons on grace and courtesy. They talked about setting up professional development for the staff. Since this is part of our mission statement. Ms. Reagan dressed up and gave a whole lesson about manners as “Miss Manners”, which the children enjoyed.

Ms. Kerry came up with an idea for school supply purchasing for next year that would help parents buy school supplies from one place and the school also gets a percentage. Everyone liked this idea. The academic committee will send this information through the appropriate channels so parents have enough notice.

Next year’s focus:

Year of the Science

Grace and Courtesy

Positive Discipline

STEM

AMS webinars (teachers wishing for more money for webinars)

Peer Relationships (conflict resolution)

Yvonne finished 2 years of Montessori training, Meghan, Melissa, and Laura all finished their 1-year training. As of Sunday we are 100% Montessori certified. Christina asked how much the school spends on training for the teachers. Brian said Montessori training costs \$6,000/year. IMS pays \$2,000 over a 3-year period. The teachers are required to pay for the training up front and then they are reimbursed once their training is complete and have signed a contract.

Melinda updated the board that Stephanie has agreed to join the board for the sole purpose of updating policies and procedures. Dan expressed his concern for having 2 board members with 1-year term expiring at the same time. Melinda made a motion to add Stephanie as a board member for a year, second by Dan, approved unanimously.

Head of School Report (Brian):

Enrollment update 2014/2015 school year Charter School

- 163 students
- 158 New Hanover, 4 Brunswick, 1 Pender

Financial update

- Current cash in bank: \$319,7012
- Cash able to draw \$77,416
- Fundraising account: \$2,076 (this number is low due to the purchases made for the outdoor space)
- Please see budget sheets attached

2015/2016 Budget

- Please review the draft budget and comparison sheet. Various discussions ensued about budget items for next year.

DPI Performance Framework

- See attached for discussion
- Brian shared a draft letter to the state regarding our last year's test scores. He is asking the board for feedback before he sends it out. Brian shared the performance indicator sheet he received from DPI. Brian discussed the issues we were cited for and are outlined below:

- 1) Financial – we did not have a bond in place for Head of School. We actually put this in place back in August when we found out through our audit. DPI needs an actual copy so Brian sent them a copy of the policy. This should be fixed.
- 2) Operational – A) we do not have Nepitism clause/policy in place. Brian will work with our attorney and get this fixed as soon as possible. B) we are to be using the NHC policy on criminal background checks, which we already do and have voted on. Brian sent them a copy of the board minutes.
- 3) Academic – we can't fix but we can write a letter of response which Brian has drafted and shared with the board for comments.

UNCW Professional Development System

Brian asked the board to vote to be part of the UNCW program to host interns and field study students. (see attached agreements). They have offered us a (PDS) Professional Development System that would allow us to have a revolving relationship.

End of Year Happenings

- EOG's the week of June 1st (EOG tests showed up yesterday)
- Bridge Ceremony June 11th
- Last day of classes June 12th

Budget

Brian sent out a preliminary DRAFT budget for next year. Discussions ensued about the important highlighted topics. Next month we will vote on the operating budget for next year. The draft also gives returning TA's health insurance. Any new TA would be required to work a full year before they can get health insurance. 3 TA's + 4 specials teachers qualify for this new incentive (total 26 will have insurance next year, up from 14 this year). Board discussions ensued regarding this topic. Dan asked Brian to consider adding a Spanish teacher to the budget next year and add fundraising back in.

Personnel

- Recommendation to hire 7th grade Science and Math teacher.
- Recommendation to hire 7th grade Language Arts/Social Studies teacher.
- Recommendation to hire Physical Education Teacher

Executive Committee:

We will discuss the strategic plan updates at the next meeting

EC

None.

Facilities Committee:

No new updates.

Marketing/ HR Committee:

Finance Committee:

Financial report was given in conjunction with the HOS Report.

Development/Fundraising Committee:

Jill updated the board that the grant committee is trying to be organized in a way so there's a point person for each grant topic. As a committee they are trying not to spin their wheels so much – there are so many grants out there and they want to go after the ones that are going to benefit the school with the things we really need.

IT:

No new updates.

LUNCH PROGRAM

No new updates.

After School Specials:

Dan and Christina gave a general update on what they are working on for next year.

Upcoming Elections:

Melinda, Renae, and Jill are up for re-election. We will be voting in July.

OLD BUSINESS/NEW BUSINESS:

Volunteer appreciation – Christina presented her idea for recognizing volunteers who have given so much time and energy for the school this year. Brian approved. They will both work out the details.

Jeremy motioned that we go into closed session, second by Steve. Board went into closed session at 8:23pm.

Jeremy motioned to close closed session and change back to an open session meeting. Second given by Jill.

Melinda motioned that we offer employment to Stephen Sacewicz as the 7th grade Math and Science teacher, Tara Robinson employment as the 7th grade language, arts, social studies, and Melanie Baldwin as 7th grade PE teacher. Second by Dan, approved unanimously. Michael motioned giving Melinda authorization to sign the UNCW PDS. Second by Jeremy, approved unanimously. Melinda motioned we renew Brian's contract for next year as discussed by the board. Second by Dan, approved unanimously by the board.

Meeting adjourned at 9:59pm.

REMINDERS:

- All minutes/committee reports/HOS report/financial reports are due to Melinda by Friday, June 12th.
- **The next meeting will be Wednesday, June 17th, 2015, at 7:00pm, at the Charter School.**

- **JULY Board Meeting has been changed to July 22nd at 6:30pm.**
- **All June and July meetings will be held at the Charter School.**