

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
04.15.15**

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

Absent: None

Visitors in attendance: Samara Kuhn and Barbie Roberts

Steve motioned to open the meeting, seconded by Jill. Island Montessori Charter School meeting was called to order at 7:18pm by Melinda.

Melinda welcomed visitors in attendance.

Melinda motioned to approve previous minutes, with discussed amendment, and closed session minutes, second by Jeremy, approved unanimously with suggested changes.

2 Minute Visitor Comments:

None.

FSA Liason:

Barbie updated the board about the upcoming Earth Day Celebration, Sunday, April 26th at the Charter School. Elections will be May 12th at 6:30pm at St. Paul's Methodist. No absentee or proxy voting.

Previous Minutes:

A motion to approve the previous minutes was given by Melinda, second by Steve, and approved unanimously by the board.

Academic Committee (Samara):

Samara updated the board with a review of the minutes from the last Academic Committee meeting. They discussed a new planner for next year that sounded even more functionable. Kerry Novotny has 5 confirmed parents as proctors for the EOG's. The committee is looking at Minnie Evans Art Center for availability for bridging ceremonies. The committee decided to schedule a day for the incoming kindergartners to visit the Lower Elementary. During that time the 3rd years in the Lower Elementary will spend a day with the Upper Elementary. The committee also discussed Autism Awareness Month and have a parent volunteer to come in and speak with classes. The school has 14 on their team for the Autism run, April 25th in Mayfaire. The committee also decided that Student Supply Lists for next year should be turned in as part of their teacher exit work before leaving for the summer. Kerry mentioned St. Mary's had an option for parents to purchase all supplies requested from a company and remembered it was a reasonable price. This would be an option for parents instead of hunting through stores for everything on the list. Kerry is going to look into that more and have an update at the next meeting. Topics for discussion at their next meeting include: Science kickoff event – what could be a good start?, Albanesi in Primary, Grace and Courtesy, Bridge Ceremony locations, Goals for the Academic Committee, School Supplies option, Steve suggested Samara call Kevin Murphy regarding setting up a recycling campaign at the Charter School.

After School Specials:

Today was the first day of the after school specials program. Dan attended the first day to help work out the kinks. There was an overwhelming response and so Dan and Christina are going to head a committee (looking for a coordinator and committee members) to create more after school programs for next year. There is a chance that some of these would require payment from parents/families.

Head of School Report (Brian):

Enrollment update 2014/2015 school year Charter School

- 165 students
- 160 New Hanover, 4 Brunswick, 1 Pender

Financial update

- Current cash in bank: \$278,804
- Cash able to draw \$164,264 – will be drawn down to 0 by end of this month
- Fundraising account: \$7,049 – will be drawn down to zero after playground is complete.
- New Hanover was only paying us for 137 students. They sent a \$47,475 to retro pay what they owed us.
- Total savings from switching insurance is over \$10,000 between the two schools. Refunds have been returning to us from the old company and still some money outstanding.
- Please see budget sheets attached.

Buildings

- The playground is hoped to be finished on the 18th of April. The space will not be usable until the sod has a chance to set. This means our Earth Day celebration will be held around the site, but still be on campus.
- A well was dug and the pump installed. Irrigation installed April 12th.

Good Stuff

- Afterschool Theater Now program started this week.
- A special music program is be offered to primary and upper elementary students from April 23rd to May 29th with a performance on the last day. Thank you Christina Dees for setting this up.
- 42 notebook tablets were donated to our school from St. Mary's. Our IT person is working on getting them set up----about 24 look like they run and are usable. We will be getting a cart to keep them on and charged.

Personnel

- Advertisement posted for 7th grade teachers. Initial interview with 2 Language Art/Social Studies candidates. Steve asked Melinda to send out a personal thank you to all of the parents who worked so hard to put together the successful Lazy Pirate Fundraiser for 7th grade.

Budget

Brian presented a rough draft budget for the board and asked for feedback as it is a work in progress.

Executive Committee:

In addition to the meeting minutes, the board is planning a retreat in May to discuss grant topics, facilities over the next 10 years, moving the preschool.

EC

None.

Facilities Committee:

No new updates.

Marketing/ HR Committee:

Drew is going to work on the science carts in the next few weeks. He was able to secure two microscopes and will continue to find microscopes for the kids. Drew explained to the board how busy he is with his own business and does not have time to check his IMS email often enough to respond in a timely fashion and asked that we direct important messages to his business email. He did hear back from a few factories about giving us the marketing items at cost.

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.

OLD BUSINESS/NEW BUSINESS:

None.

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.

Meeting adjourned at 8:44pm.

REMINDERS:

- All minutes/committee reports/HOS report/financial reports are due to Melinda by Friday, May 15th.
- **The next meeting will be Wednesday, May 20th, 2015, at 7:00pm, at the Charter School.**