

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
06.18.14**

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

Absent: Stephanie

Visitors in attendance: Renae Harris, Vicky Messer and Samara Kuhn

Jeremy motioned to open the meeting, seconded by Steve. The Island Montessori Charter School Meeting was called to order at 7:32pm by Melinda.

2 Minute Visitor Comments:

FSA Liason:

63 families came out to the Children's Museum night. 475 books came in through the book drive. \$1,800 left in the bank account.

Previous Minutes:

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

Academic Committee:

Samara shared the EOG Assessment scores and results. Samara handled parent communications after EOG scores went out to parents. The committee discussed an idea for implementing student portfolios next year. Staff expressed their idea for implementing a policy about nutrition in the classrooms and school-wide. Jeremy agreed to work with staff on a nutrition policy and birthday celebration policy. Jennifer presented the academic report: topics included Assistant Teachers, Strategic Plan, Student Support Team, Crisis Prevention Intervention (CPI), Student Planner, Reading Specialist, and Upcoming committee tasks.

Head of School Report (Brian):

Enrollment update 2014/2015 school year

- 168 students
- 162 New Hanover, 6 Brunswick
- Had some recent withdrawals when siblings didn't make the lottery. Brian will make some phone calls tomorrow and fill the seats.

Financial update

- Current cash in bank: \$116,313.64
- Cash able to draw: \$126.00
- Fundraising account: \$10,101.37 – Brian purchased a portable PA/Mic system
- Budget sheets sent via email.

Building

- Permits are in place. Site work and setting of the "Learning Cottage"
- Site work happens on June 23rd. Soil test following day. Cottage arrives the following week. (all contingent on contractors)

- Melinda made a motion to give Brian permission to sign a 1-3 year lease agreement subject to Michael's approval (lease v. purchase). Second by Kemmy, approved unanimously.

Policy

- Condition of Employment – Background Checks. Brian asked the board to adopt the background check policy for NHC. Kemmy made a motion that we adopt the NHC background check policy, second given by Jeremy, approved unanimously.

Summer Reading Program for 3rd Graders

- 2-3 students are in need for the summer reading program. Brian is nominating Megan Rose as the summer reading program teacher. She is from Rocky Point and is a reading specialist. Steve made a motion that we nominate Megan Rose for the summer reading program, seconded by Jeremy, approved unanimously by the board.

Teacher and TA Nominations for 2014/2015 school year

- All teachers have signed contracts next year except for Spanish and Upper Elementary. Both candidates declined our offer. Brian will be interviewing new candidates next week for the position.

Board Elections:

Stephanie and Kemmy are both resigning and will not be returning next year. Both of their seats need to be replaced. Melinda thanked Kemmy for all the time, effort, and energy he has given to both of the schools, and most of all, all of the financial assistance he has given us through payroll, taxes, and setup. Kemmy, you are amazing and we love you! Stephanie was absent today and we will be sorely missed going forward. Discussions ensued regarding replacements and board needs.

Executive Committee:

Melinda shared a handout. Committee met today. They are creating a book, complete with "how-to's" in the event of an abolition. The book will include relevant policies and legal documents.

Facilities Committee:

Given in conjunction with the HOS Report

Marketing/ HR Committee:

Finance Committee:

Financial report was given in conjunction with the HOS Report.

Development/Fundraising Committee:

IT:

Update sent via email.

LUNCH PROGRAM

Update sent via email.

OLD BUSINESS/NEW BUSINESS:

Recommendation for Contracts

Melinda motioned to go into closed session to discuss personnel contracts at 8:42pm.

Board came out of closed session at 8:49pm.

Melinda made a motion to accept the recommendations for contracts presented to the board, second given by Steve. Approved unanimously by the board.

Christina motioned to close the meeting. Second given by Jeremy, Meeting adjourned at 8:57pm.

The next meeting will be Wednesday July 16th, 2014, at 6:30pm, at the Charter School.

REMINDER: All minutes/committee reports/HOS report/financial reports are due to Melinda by Friday, July 11th.