

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
01.15.14**

In attendance: Christina, Jill, Jennifer, Brian, Kemmy, Stephanie, and Jeremy

Absent: Steve and Michael

Visitors in attendance: Lori Birdsong Camacho, Courtney Winter, Tammy McNulty, and Samara Kuhn

Jeremy motioned to open the meeting, seconded by Stephanie. The Island Montessori Charter School Meeting was called to order at 7:05pm by Melinda.

2 Minute Visitor Comments:

3 members of the FSA introduced themselves and shared a few comments that were shared with them by parents.

FSA Liason:

FSA had their first meeting and it went well.

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 shared the new reading program books that were purchased with the board. Each class will get one box. Although the Academic Committee did not meet in January, progress reports were finalized and went out to parents. They are also in the process of discussing and drafting strategic planning and next year's school calendar.

Head of School Report (Brian):

Enrollment update:

- 139 students - Up until this week we held strong at 140; we lost 1 kindergartner.
- 136 New Hanover, 4 Brunswick

Lottery

- 38 applications were give out at the first meeting. It looks like we'll be all set for students next year. The lottery is Feb 20th and the deadline for applications is Feb 7th. 21 Applications have been turned in, plus 7 Sibling Applications.

Financial update

- Current cash in bank: \$28,000.00.
- Cash able to draw: \$138,000.00.
- Please see budget sheets attached.
- Brian will base his planning on 160 students (our max is 168) next year.
- Starting to work on next year's budget (goals: retirement plan, upper elementary teacher and TA, Spanish, ½ time EC teacher, along with everything else)

Building Concerns

- The crack is gone in the hallway and middle classroom.

- The wall is up! Wall cost \$800, waaaaaaaaay lower than what Steve said.
- The building has done well with the cold weather.
- Meeting with Steve and Kemmy about additional space for next year. Looking at 1 trailer for outside; cost will go in next year's budget. We have to get the driveway done for next year and will most likely have to take out a loan. Kemmy spoke with a bank to see about a loan.
- Need to start thinking about what can be done to keep the dirt out (especially lower elementary)
- Brian spoke with the staff today about starting lock down drills in February. He will notify parents of the week but he will not be able to give the specific time.

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:

None.

Finance Committee:

Financial report given in conjunction with the HOS Report.

Development/Fundraising Committee:

Stephanie attended the Policy & Procedures seminar and shared what she learned via a handout. Stephanie also updated the volunteer page for FSA. They have a meeting on the 22nd and have 3 outstanding grants they are waiting to hear back on.

SAVE THE DATE: March 8th is the Golf Event. Jill decided to do the Gala on Friday, March 7th. All of the proceeds from that event will go to the Charter School. The golf event proceeds will benefit the Children's School. Melinda made a motion that we are going to take the fundraising funds that we make from the golf event benefit the Children's School, and the funds from the Gala will benefit the Charter School. Second given by Jeremy, approved unanimously by the board.

Brian made some clarification regarding fundraising at Island Montessori. He gave the board a handout with the 3 tiers and examples under each: IMS Board of Directors Fundraising, FSA Fundraising, and Teacher fundraisers.

Jill reported that she has a check waiting at Learning Express from the November fundraiser.

IT:

No update since last meeting.

OLD BUSINESS/NEW BUSINESS:

Jeremy reported the “Brown Bagging It” Seminar went well and plans to have another in February. Jeremy will also bring the results of the survey from the Healthy Lunch Program.

Melinda motioned to close the meeting. Second given by Jeremy, Meeting adjourned at 8:16pm.

The next meeting will be Wednesday February 19th, 2014, at 6:30pm, at the Children’s School.

REMINDER: All minutes/committee reports/HOS report/financial reports are due to Melinda by Friday, February 14th.