**ISLAND MONTESSORI CHARTER SCHOOL**

**BOARD OF DIRECTOR’S MEETING MINUTES**

**03.19.18**

**Meeting Location:** IM Charter School, 6339 Carolina Beach Road, Wilmington, NC 28412

**Time:** 7:00pm

In attendance: Eric, Christina, Melinda, Rainey, Kari, and Michael R. (via phone)

Staff in attendance: Brian, Carrie, Lara, Alicia

Absent: Dan, Jeremy, Michael, Jill, John

Visitors: None.

Melinda motioned to open the meeting, second by Rainey. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:00pm by Melinda.

**2 Minute Visitor Comments:**

None.

**FSA Liason:**

None.

**IMS MISSION STATEMENT**

The mission of Island Montessori Charter School is to enable children of diverse backgrounds to learn and grow at their own pace by offering a developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

**Meeting Agenda:**

Eric motioned to approve the meeting agenda with the change of the wording on the header from Children’s to Charter, second by Rainey. The motion to approve the meeting agenda was unanimously approved by the board.

**Previous Minutes:**

Rainey motioned to approve the January 17th minutes. Second by Eric. The motion to approve the January 17th minutes was unanimously approved by the board.

Melinda motioned to approve the January 17th closed session minutes. Second by Kari. The motion to approve the January 17th closed session minutes was unanimously approved by the board.

**Academic Committee:**

The virtual planning session was a huge hit with the staff. The biggest hit of virtual planning was the 5-5-5-activity game [5 things they need to know, have to know, and will know].

Here is a list of the “must do’s” that they came up with during the meeting:

K’s need planners. Invite primary to help set up transition shelf in the lower elementary. Supply cursive materials if necessary in lower. Get pacing guide for lower. Share UE plans, Virtual planning always needs an agenda. Staff would like to meet 1x/month and would like to do 5-5-5 with our standards. We all need to use the same language (simplify/reduce). Create checklist for bridging students.

Trends:

Executive functioning skills (planning & organizing, time management)

UE needs writing skills, ELA, and fact memorization (use of materials with fidelity); no regression.

LE needs to help UE get a better math foundation – how are we getting there.

LE seeks more independence and reading ability from Primary.

All agreed the need for behavior expectations to be set much higher (grace & courtesy).

LE needshelps from UE and MS in planning through backwards mapping and record keeping.

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

**Enrollment update 2016/2017 school year Charter School**

* K-24, 1-23, 2-24, 3-23, 4-24, 5-24, 6-24, 7-22, 8-14 for a total of 202.

**Financial Report**

* Money in First South Account: $700k.
* Money to draw from the state: $261k.
* No changes in the budget this month.

**Lottery**

Alicia will be contacting all K families to let them know about Kindergarten assessments before school starts next year.

**Student Discipline Reports**

* No reports.

 **Data for Reporting/Discussion**

* Lunch Program: Please see report from Brittany about lunch program. Christina updated the board with a potential new lunch program that she and Jeremy are working on. This program would alleviate the school from handling the ordering and money collecting and could potentially offer more choices. This program is already in place at 4 area schools and there is also potential for us to earn money back on each lunch ordered. The costs will remain about the same; choices are between $4-6 and parents would have the luxury of ordering daily, weekly, or monthly. We would continue our current program through the end of the year and look at starting this one in the fall.
* Mission Based Program and School Improvement Initiatives Updates: April work day: Susan Koenig to talk about Planning and Empowering Problem solving.
* Facility Update: Board members toured the space next door (old dojo) as a potential space for increasing offices and storage. Getting contractor bids for the upfit of the space. Three have come by so far. No numbers yet.
* Children’s School kitchen still work in progress. Waiting on NHC to get back to us.

**Compliance Reporting**

* 2018 Performance framework being submitted.

**Professional Development**

* Carrie to Chicago for coaches training from National Center for Montessori in the Public Sector

**Strategic Plan update – State Plan**

No update.

**Board Strategic Plan**

Rainey moved that we approve the strategic plan and we continue evaluating every six months. Second by Eric. The board unanimously approved the strategic plan and we continue evaluating every six months.

**Special Board Projects/Move Update:**

None.

**Executive Committee:**

See attached minutes.

**Grant Committee:**

None.

**Finance Committee:**

Given in conjunction with HOS Report.

**Development/Fundraising Committee:**

March report for the 2018 IMS Annual Drive: We have collected $13,786 so far with the match. The annual drive collection is being extended through the end of April. Dan requested a thermometer and a sign for the front window, which has already been purchased. We will have a final push when we return from spring break.

Melinda and Lara are going to identify 3-4 items we can specifically list that the money will go toward. This was a result of the Parent Q&A where parents confirmed they would be more likely to contribute if they knew it was going toward specific items versus into a general fund.

Jill and Dan will identify outreach initiatives in addition to weekly Facebook posts they have already been doing.

**IT:**

No new updates.

**Nutrition/Lunch Program:**

Given in conjunction with HOS report.

**After School Specials:**

No new updates.

**Beautification Committee:**

No new updates.

**HR/Policies and Procedures:**

No new updates.

**Marketing:**

No new updates.

**OLD BUSINESS/NEW BUSINESS:**

OLD BUSINESS

* + 2nd Annual Kickball tournament scheduled for Sunday, April 22nd.

NEW BUSINESS

* + None.

**CLOSED SESSION:**

Rainey motioned that the board go into closed session to discuss personnel contracts pursuant to General Statute 143-318.11 (a) (5). Second by Eric. Board went into closed session at 7:38pm. The board came out of closed session at 10:10pm and voted on the following:

* Eric made a motion to offer personnel contracts as presented by Brian. Second by Melinda. The board unanimously approved the motion to offer personnel contracts as presented by Brian.

Melinda motioned to adjourn the meeting, second by Rainey. The board unanimously approved to adjourn. Meeting was adjourned at 7:44pm.

**REMINDERS:**

* **Next board meeting is Wednesday, April 18th, at 6:00pm, at the Charter School**
* **All committee reports are due by Friday, April 13th, 2018[PDF Format Please!]**

**Upcoming Events:**

* April 6 – Parent work day
* April15 – Tinted Turtle Trot
* April 21 – \_Children’s School playground work day
* Sunday, April 22nd - 2nd Annual Kickball Tournament