

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
04.18.18**

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

Time: 7:00pm

In attendance: Dan, Eric, Christina, Melinda, Kari, Michael D., Jill, Elizabeth, and Michael R.

Staff in attendance: Brian, Carrie, Lara, and Alicia

Absent: Jeremy, John, and Rainey

Visitors: Yvonne Sacewicz

Dan motioned to open the meeting, second by Michael D. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:04pm by Dan.

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, second by Melinda. The motion to approve the meeting agenda was unanimously approved by the board.

New Board Member:

Melinda motioned to approve new board member, Elizabeth Crawford, with a term ending in July 2020. Second by Eric. The motion to approve new board member, Elizabeth Crawford, with a term ending in July 2020 was unanimously approved by the board.

Previous Minutes:

Melinda motioned to approve the March 21st minutes. Second by Eric. The motion to approve the March 21st minutes was unanimously approved by the board.

Melinda motioned to approve the March 21st closed session minutes. Second by Kari. The motion to approve the March 21st closed session minutes was unanimously approved by the board.

Academic Committee:

Great Academic News:

- UE is teaching Kinders Lyfta Virtual Reality- Global Education.
- Bee boxes were painted beautifully and bee materials placed in the front office. Question from Melinda about the plan for kids with allergies. Lara stated this was a topic that was included in the grant writing process and epi-pens are required to be on site.
- New Duck 3-part cards to welcome out new feathered friends.

- Radio station is live and going well (Thank you Ms. Alicia!).
- Butterfly Garden for Bees by Mr. Tim's class.
- Emily's Sensory Garden has really made the sidewalk journey to Middle School beautiful!
- Fruit and Veggie Sticker campaign.

Creating Professional Learning Plans- Strategic Plan Goal 1.11 educate/instruct within content areas
Discussion of PLP Draft:

- 2 goals are needed one personal, one school.
- Should ask for it to be complete by June for the purpose of assisting the budget if specific trainings or materials are needed.
- Sending it out first in team meetings to do a reflection survey and a reminder of the guiding principles. Then to complete the goals, check in with Lara, then Brian.
- A draft was created of teaching domains for our school to use as a guide for areas goals.

Strategic Plan Goal Areas and Current Areas in Need of Staff Support

Goal 1 (1.3 d-e): Time for Collaborative Planning and Team Meetings

Goal 1 (1.9c): Makerspace

Goal 2 (2.2 a-c; e-f): Incorporate Chorus/band, lifestyle sports, clubs, promote the school through campaigns to showcase unique instruction, "going outs", Model UN)

Goal 2 (2.3 b)- Use of non-fulltime staff as academic resources

Goal 2 (2.4 h)- Technology Team- Middle School for integrating technology into classrooms

Goal 2 (2.6 a-c) Practical life through service learning, in-class service projects, Middle School service hours.

Goal 2 (2.7)- Alumni Program (Bridging Ceremonies and talks)

Goal 3 (3.1 a&e)-To help connect FSA to school and engage parents

Goal 3 (3.2 b)- Help with Communication- via radio

Goal 3 (3.3 a-b) Attaining apprenticeship and learning opportunities for 8th grade

Goal 3 (3.4 a-b)- Community Liaison, create links between IMS and Community

Goal 3 (3.7 a)- Head of a Green Team

Current Student Committees/Responsibilities in Need of Support:

Yearbook, Outreach, Radio, Makerspace, Brain Breaks, mClass

Elizabeth presented a flyer for an innovation workshop for staff (held in DC). She was able to get the fee down to \$100 for IMS staff. Very exciting!

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, 8-13 for a total of 201.

Student Discipline Reports

- Brian ordered triplicate carbon copy discipline sheets which will help with documentation.
- We have three students on plans because of their excessive absences. If they do not complete the plan these students will be retained.

Data for Reporting/Discussion

- Mission Based Program and School Improvement Initiatives Updates
- Creating Professional Development Planning protocol to be used by staff for next year.

Security

Brian has met with several people from the sheriff's office, deputy chief, to talk about the politics of having an SRO officer, the educational division leader to discuss ALICE training for the staff, and the Strategic Response team leader to walk through our campus for an assessment. No SRO officer will ever be assigned to our school but they have agreed to a weekly walk-through of our campus. Sheriff Seagram will be walking through weekly to provide a presence and contact point. We are planning an ALICE training for the staff in August. Sheriffs are working on training their people and need time. Punch list created via a walk through. Brian needs to complete Homeland Security evaluation and re-write the crisis plan for IMCS. The punch list is as follows:

- Locks needed on internal doors of middle school.
- Room numbers on inside of every door (already completed).
- Building address on front sign (both sides; already completed).
- More signage with building names and room numbers in that building.
- Panic button at Children's School office, priced out at \$635 with \$35 monthly fee.
- We will practice a lockdown in the next month.

Facility Update (Children's School)

- Brian has had only one contractor come back with subs to look over site. Still waiting for quote.
- Met with Environmental Health at NHC inspections and reviewed our plan. COST added: new hot water tank, concrete or asphalt pad under dumpster, new ceiling that does not have popcorn, and hanging wire shelving units. Brian is getting a price for all of this and will have at the next board meeting the total cost for bringing the kitchen up to code so we can use it as per requested by Carrie.

Compliance Reporting

- 2018 Performance framework being submitted.
- New: Return to Learn After Concussion policy being written along with updated diabetes protocol hope to have at next meeting.

Professional Development

- Guidance went to Wilderness Therapy Symposium for 3 days to learn strategies to implement adventure-based counseling. Looking forward to seeing interesting activities in the next couple of months.
- Brittany and Lara to Powerschool class May 8th and 9th.

Financial Report

- Money in Crescom Account: \$454,788.
- Money to draw from the state: \$156,707.
- Brian made a few changes to the budget but nothing of significance (can be found in the packet) that would require a vote.

Strategic Plan update - State Plan

No update.

Board Strategic Plan

None.

Special Board Projects:

None.

Executive Committee (EX):

None.

Grant Committee:

None.

Finance Committee:

Given in conjunction with HOS Report.

Development/Fundraising Committee:

April report for the 2018 IMS Annual Drive: We have collected \$16k so far with the match. The annual drive collection going through the end of April. The new thermometer is in the window out front and Lara will add to the radio announcements. Dan would like to hit our goal of \$20k before the end of April.

IT:

No new updates.

Nutrition/Lunch Program:

Christina updated the board that we are going to move forward with a new lunch program for next year, called myhotlunchbox.com. Christina and Jeremy are working together, along with a representative, to create a vendor list and lunch menu that aligns with our school's Montessori philosophy, along with handling the set up of the account for the school. This new program will alleviate the front office/school from having to handle any aspect of the program going forward (taking orders, placing orders, collecting money, delivery, or issues). Ms. Lara will also help us present the new program to parents and use corresponding Montessori lessons in her newsletters.

After School Specials:

No new updates.

Beautification Committee:

Jill updated us with the spring work session results. Wow! Thanks everyone, especially Jill!

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.
- Year of the Teacher Committee. Melinda passed around sign ups for the board members.
- Board social planned for Friday, April 27th.

NEW BUSINESS

- Dan brought to the board's attention that we made an error in electing Kari to the board and that we should have elected her to a 2 year officer term, ending in 2020, not 2021. Dan made a motion to amend to Kari's term to end in 2020 and Dan's term to end in 2018. Second by Melinda. The motion to amend to Kari's term to end in 2020 and Dan's term to end in 2018 was approved unanimously by the board.
- Graduation and alumni relations: Brian has ordered bricks and the date is set for bridging ceremonies.

CLOSED SESSION:

Melinda 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 8:28pm. The board came out of closed session at 8:34pm 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 Kari. The board unanimously approved to adjourn. Meeting was adjourned at 8:36pm.

REMINDERS:

- **Next board meeting is Wednesday, May 16th, at 6:00pm, at the Charter School**
- **All committee reports are due by Friday, May 11th, 2018[PDF Format Please!]**

Upcoming Events:

- April 21 – _Children’s School playground work day
- April 22nd - 2nd Annual Kickball Tournament @Mike Chappell Park
- April 28 – Healthy Kids Day @Empie Park