

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
1.16.19**

Meeting Location: IM Children's School, 6339 Carolina Beach Road, Wilmington, NC 28412

Time: 7:00pm

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

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

Absent: Jeremy

Eric 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 Dan.

2 Minute Visitor Comments:

None.

FSA Liaison:

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:

Kari motioned to approve the meeting agenda, second by Jill. Dan wanted to add the correction of changing "October closed session to September closed session." The motion to approve the meeting agenda was unanimously approved by the board, with corrections of changing "October closed session to September closed session"

Previous Minutes:

Eric made a motion to approve the November 28th minutes. Second by Kari. The motion to approve the November 28th minutes was unanimously approved by the board.

September closed session minutes were presented for board approval. Eric made a motion to approve the September closed session minutes. Second by Kari The motion to approve the September closed sessions minutes was unanimously approved by the board.

The September board minutes were also amended to include specific discussions about the Children's School lease that took place in open session. Eric made a motion to approve the amended September 27th minutes. Second by Kari The motion to approve the amended September 27th minutes was unanimously approved by the board.

Academic Update (Lara):

Lara presented the board with the IMS Specialists "Grit Iron Gang" and all of the amazing opportunities being presented to our students., including in-school and after school. Lara also pointed out the observable effects on students.

In recognition of all of her hard work, long hours, and non-stop dedication, Brian presented Lara with the gift of a brand new laptop.

Head of School Report (Brian):

Enrollment update for 2018-19 school year

- K-25, 1-26, 2-23, 3-24, 4-24, 5-23, 6-24, 7-24, 8-20 for a total of 213.

Student Discipline Reports

- 1 suspension and 2 incident reports in December.

Data for Reporting/Discussion:

Compliance Reporting

- Power School Report Cards going out the last week of January.
- We will be participating in conjunction with UNCW in North Carolina Teacher Support Program for our beginning teachers.
- Brian presented Beginning Teacher Support Plan, which was drafted by Ms. Kelly. Jill motioned that we adopt the Beginning Teacher Support Plan as presented by Brian. Second by Melinda. The motion to adopt the Beginning Teacher Support Plan was unanimously approved by the board.
- Brian presented the Teacher Evaluation Form. Jill motioned that we adopt the Teacher Evaluation Form as presented by Brian. Second by Melinda. The motion to adopt the Teacher Evaluation Form was unanimously approved by the board.
- Brian presented the draft 2019-2020 calendar. Melinda motioned we approve the 2019-2020 calendar as presented. Second by Kari. Motioned to approve the 2019-2020 calendar as presented was unanimously approved by the board.
- Brian presented the 2018-19 Summer Program Plan. Melinda motioned we approve the 2018-2019 Summer Program Plan. Second by Christina. The motion to approve the 2018-2019 Summer Program Plan.
- Brian presented the Protocol for raising funds for exceptional circumstances in the name of the school. Various board discussions ensued regarding example circumstances and suggested corrections to the language. We will table the vote of this document until next month.
- EpiCenter is a new program by the state. Brian has to submit monthly reports.

(Children's School)

- Rooms are being sanitized 3 times a week now because we are in flu season.

Facility Update (Charter)

- Rooms are being sanitized 3 times a week now because we are in flu season.

Professional Development / Current Vacancies

- EC Teachers are doing Reading and Math PD.
- Transportation and lodging confirming for the AMS Conference in March.

Potential Long/Short Term Issues

- EC Teacher resigned as of February 1st due to a family move.

Financial Report (Treasurer's Report - Kari)

- Money in Crescom Account: \$396,287
- Money to draw from the state: \$638,611

- Changes: Increase to EC Insurance to cover 1 additional staff and the January increase.
- Expected savings in a few other places right now (contractual student services and facilities)
- Free & Reduced lunch increased almost doubled this year. \$1,800 short due to an increase from 10 to 19.

Raffle

Raffle tickets are going home this week. The winning ticket will be pulled on Saturday, February 9th.

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.

IT:

No new updates.

EC:

No new update.

Nutrition/Lunch Program:

See additional update on Nutrition under “old business”. Christina reported that Tidal Creek gave their notice less than two weeks before Christmas break. Myhotlunchbox did not have a vendor lined up in time so we had to ask Jason’s Deli to take over Mondays until we found another option. Jersey Mike’s (located across the street) will start offering lunches, beginning in February. Meanwhile, Jeremy is researching options for our own ordering system.

After School Specials:

No new updates.

Beautification Committee:

No new updates.

HR/Policies and Procedures:

No new updates.

Marketing:

The school purchased magnets and stickers, which were passed around by Christina.

One of the two marketing videos was shot last week with new committee member, Michelle Brinn. The second video is being shot in segments this week and next.

Unfortunately we had to cancel the S'mac Down event due to focus on other events.

The Magic Show Fundraiser is scheduled for Saturday, Feb. 9, at the Scottish Rite Temple. Tickets are on sale via Eventbrite and FB event is live. Brian will have Rosander pull the winning raffle ticket at this event.

Discussions about having website scoured at least once a year and what month would be ideal. June or July seemed to be most agreeable.

Christina also mentioned a possible IMS Podcast and what that would look like. She and Lara are working on the details.

OLD BUSINESS/NEW BUSINESS:

OLD BUSINESS

- **Year of the Teacher Committee:** Board members brought in items for the teacher raffle this month, led by Kari. Dan is in charge on February and is going to update the teacher lounge. Eric has March and needs ideas.
- **Academic Committee:** The committee met the first week of December and the first week of January. Lara suggested we continue our indirect aim – develop the teacher and the environment. In December, they discussed our prepared environments, promotion of independence, our materials, and mixed aged groupings, so as to maximize learning, cooperation and self-confidence. They also discussed time management, accountability, work choices, routine, self-management, and processes. They discussed executive functioning in our children. They left with these tasks that each committee would talk about at their respective grade levels. At the January meeting they discussed all the answers to questions that were gathered from the rest of the teachers. Lara is working on a combined list of what is working and where we need help.
- **Diversity Committee:** Melinda, Lara, and Casey met and went over different diversity plans, guiding principles, and defining what diversity means to IMS. In January they will add objectives to their strategic goals.
- **YouTube Channel:** Christina and Rosander are working on a promo video that markets the preschool. Jeremy is working on more educational videos for parents for YouTube channel. Youtube is still in the works but the preschool promo videos are taking priority right now.
- **2018-19 Annual Drive & Outdoor Classroom Concept:** Dan reported he may postpone the annual drive a month or two so it doesn't bump up against the raffle fundraiser. Dan presented outdoor classroom maps (satellite w/wetland & LIDAR)
- **Classroom Food Procedures/Nutrition Policy:** Dan gave a summary from a recent nutrition committee meeting and came up with a couple important procedures: parents must fill out a form when coming in to present to a class and are bringing food, and all communication will go out via school cues with regards to food. Jeremy will write a blurb in the monthly newsletter on nutrition. Brian and the staff are going to consider a "Year of Health" in the future.

NEW BUSINESS

- **Voice Greeting:** A new voice greeting was recorded by upper elementary student before Christmas break.

- **Spring Parent Q&A February 25th:** Lara presented the idea for the spring Q&A “speed dating” style with teachers. Dan asked Lara to start announcing the event and write up a small blurb. Discussions regarding changing the location to somewhere fun.
- **Spring Work Session:** Scheduled for Saturday, April 27th (WOW). We need 50 volunteers.
- **Alumni initiative:** Dan will work with staff to coordinate an Alumni webpage, mailing list, possible scholarship (w/Melinda), and other initiatives to better engage alumni.

CLOSED SESSION:

Melinda motioned that the board go into closed session to discuss contracts pursuant to General Statute 143-318.11 (a) (6). Second by Michael D. Board went into closed session at 8:35pm. The board came out of closed session at 8:37pm.

Melinda made a motion to offer a contract to the new upper elementary teacher, Kathy Midkiff, as presented by Brian. Second by Rainey. The motion to offer a contract to the new upper elementary teacher, Kathy Midkiff, was unanimously approved by the board.

Rainey motioned to adjourn the meeting, second by Eric. The board unanimously approved to adjourn. Meeting was adjourned at 8:37pm.

REMINDERS:

- **Next board meeting is Wednesday, February 20, at 6:00pm, at the Charter School**
- **All committee reports are due by Friday, February 15, 2019 [PDF Format Please!]**

Upcoming Events:

- Jan 9, Jan 15, Jan 26, and Jan 31 – Lottery parent meeting
- Jan 21 – No School
- Jan 22 – Teacher work day – No School
- Feb 4 – Lottery applications due
- Feb 6 – Lottery raffle tickets due back to office.

ACTION STEP ITEMS:

- Set up IMS YouTube channel and record our first video. **(Jeremy, Christina, and Lara)**
- Academic Highlight Video **(Lara, Rosander, Christina, Jeremy)**