

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
05.15.19**

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

Time: 7:00pm

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

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

Absent: None.

Rainey motioned to open the meeting, second by Jill. The motion to open the meeting was unanimously approved by the board. Island Montessori Charter School meeting was called to order at 7:13pm 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:

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

Previous Minutes:

Jill made a motion to approve the April 24th minutes. Second by Rosander. The motion to approve the April 24th minutes was unanimously approved by the board.

Academic Update:

Lara gave a recap of the recent visit with the kids from Salida, Colorado. What an amazing trip for those kids - thanks to Lara and the many parents and staff who helped facilitate the success of their visit. FSA also provided \$800 to help us fund some of the events.

Head of School Report (Brian):

Enrollment update for 2019-20 school year

- K-27, 1-4, 2-24, 3-24, 4-24, 5-24, 6-24, 7-24, 8-24 for a total of 219.

Student Discipline Reports: 1 ten-day suspension and one 3 day suspension.

**Data for Reporting/Discussion:
Compliance Reporting**

- Epicenter is now the new reporting software for the state. All that was due for this month has been turned in. Board meeting dates were kicked back because Brian did not give specific location and whether they were regular or annual meetings. It has been re-submitted with the required information.
- Brian presented an audit contract and would like to hire the auditor again next year.
Melinda made a motion to hire the auditor again next year, second by Rainey. Motion to hire the auditor again next year was unanimously approved by the board.
- 2019-20 Budget discussions. Brian will have the budget ready by June meeting.
- The board reviewed the Nepotism Policy.

Mission Based Program and School Improvement Initiatives Updates

- After School programs finished for the year. Brian reported that we went slightly over budget this year.
- Visit by Colorado students very successful. Lots of good sharing happened + setting up many ideas for next year.
- Summer office hours are 9am-2pm, Monday-Thursday.
- Next year will be...**The Year of Mindfulness!!!**
- Outdoor work day budget line = \$5,000.

Facility Update (Charter)

- Brian set up painting for this summer. Main building hallways and bathrooms being painted. Melissa's classroom being painted so new teacher will have fresh walls. Upper building exterior painted. Once fascia and new t1-11 (siding) in place, it will get painted.
- Estimates for repairing fascia came in and repairs will start right away.
- The bid came in at \$48k to refurbish the parking lot. Parking lot resurface set to happen over summer break.
- New trees planted along fence by gas station.
- Farm fence up and looks great.
- Brian was able to get the dumpster move request approved.
- UE Building color chosen and will be painted over the summer.

Professional Development

- Alicia will go to new charter school leader training up in Raleigh the first week of spring break.
- Ms. Sally finished her Montessori training.
- In July Brian will be going to CPI training so he can come back and train staff.
- Brittany going to E-rate bootcamp for our \$30,000 tech grant in July.
- Administrative Retreat June 27th.

Financial Report (Treasurer's Report – Kari)

- Money in Crescom Account: \$536,689.
- \$181,638 from the state Note: Two payrolls remaining as of 4/9 (\$113k).
- Current margin \$19.3k. This will go up next month with adjustments.
- Budget changes: +\$587 after school, +\$1,500 landscaping, +\$4k added to workshops after DC trip, +\$100 to advertising for job postings, +\$2k for free and reduced lunch (now at \$18k), -\$500 fuel for buses.
- Brian presented draft budget for next year.

Strategic Plan update – State Plan

No update.

Board Strategic Plan

The last discussion was had at the November board meeting. Lara shared with the board a 6 page document outlining all of the accomplishments to date, and also summarizes evident progress towards goals addressed. Lara would like to check in with the strategic plan every 3 months or so, to look at what needs to be accomplished/ thought about/ or on the radar.

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:

No new updates.

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:

- **Year of the Teacher Committee:** Rosander dazzled the teachers on how to start a class using magic.
- **Academic Committee:** Will report next month.
- **Diversity Committee:** Will report next month.
- **2018-19 Annual Drive & Outdoor Classroom Concept:** Started 10 days ago and raised \$928 in one time donations and \$105 in monthly donations. The FSA has discussed possibly matching donations.
- **Work Session:** Jill presented the plans for the playground project, which now include Home Depot work session with 5-8 people. They have decided to maintain the current wooden structures on the playground, including picnic tables, birdhouses, and garden beds. Dan and Jill met with Environmental Engineer, Dave Seister, and went over the path that needs to be bushhog. Thanks to Jill for a beautiful work session and all of the new trees.
- **Alumni initiative:** The bricks are ready and Brian will be picking them up tomorrow. Dan will have an update on the initiative next month.
- **NPR Kid's Podcast Contest:** Unfortunately, we did not win the contest but they did reach out and say, "hang tight". The local NPR will contact us to air it locally.
- **Animal Initiative:** Carrie presented the purpose of animals in a Montessori classroom. The board wants to remain proactive and concerned about the well-being of animals being cared for at our school.
- **New Logos for the Bus:** Brian has been in touch with Southern Sign about their quote. He is going to see if he can get someone to scrape off the old logo.

NEW BUSINESS

- **Assistant Training:** Alicia presented what the teacher assistants worked on while the lead teachers went to Montessori Conference. Bottom line they loved having this opportunity to get together and want to do it more often.
- **Board Elections:** Christina shared she will not be renewing her position on the board or as Secretary.

CLOSED SESSION:

Jill motioned that the board go into closed session to discuss personnel contracts pursuant to General Statute 143-318.11 (a) (6). Second by Melinda. Board went into closed session at 7:50pm. The board came out of closed session at 7:59pm and unanimously voted to approve the following staff contracts as presented.

- Lisa Edwards - lower elementary lead teacher

- Avery D'worshak - Primary lead teacher (Children's School)

Jill motioned to adjourn the meeting, second by Eric. The board unanimously approved to adjourn. Meeting was adjourned at 9:01pm.

REMINDERS:

- **Next board meeting is Wednesday, June 19th, at 7:00pm, at the Children's School**
- **All committee reports are due by Friday, June 14th, 2019 [PDF Format Please!]**

Upcoming Events:

- **No School: May 27th**
- **EOG's: May 29, 30, 31**
- **Bridging Ceremonies: Primary June 6th @9am, Lower, June 5th, Upper June 5th, Middle School June 5th**
- **Last day of school: June 6**
- **Last day for teachers: June 11th.**

ACTION STEP ITEMS:

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