

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

7.17.24

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412

Time: 7:02 PM meeting called to order

Board Members Present: Lara Fritz, Whitney Wilson, Kate Medero, Pamela Thigpen, Mackenzie Wetherill, Nicole Smith, Jeremy Linquist, Jill Davenport (via zoom), Tyler Howell

Not in attendance: Emily Elmore, Michael Davenport

Staff in attendance: Alicia Rheel, Carrie O'Brien Dworshak, Brittany Ivey

Guest: None

Whitney Wilson opened the meeting at 7:02PM

Kate started with the reading of the Mission Statement:

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.

2 Minute Visitor Public Comments:

None

Meeting Agenda:

Whitney made a motion to approve the agenda. Lara seconded the motion. The vote was held and passed unanimously.

Previous Minutes:

Kate made a motion to approve the June meeting minutes. Lara seconded the motion. The vote was held and passed unanimously.

FSA update:

- Still Looking for a Treasure and Communication Coordinator
-

Other Business:

None

Head of School's Report – (Alicia)

Head of School Report

To: Board Members

From: Alicia Rheel

Date: 7/17/24 _____

Re: Head of School's Monthly Board Report

The following information is provided to the Board of Directors:

Enrollment

Grade Level	Active Enrollment
Kindergarten	27
1st Grade	26
2nd Grade	25
3rd Grade	24
4th Grade	25
5th Grade	24
6th Grade	25
7th Grade	24
8th Grade	24
Total	224
Withdrawals: 1	Reason: Moving to traditional middle school for band and bus options

Student Discipline Report

School Discipline Goal: Make all consequences a learning moment!

Month	In School Suspension	Out of School Suspension	Incident reports to office
	# students / # days	# students / # days	Major/minor
August	0	0	0/0
September	0	0	0/0
October	0	0	0/0
November	0	0	0/0
December	0	0	0/0
January	0	0	0/0
February	0	0	0/0
March	0	0	0/0
April	0	0	0/0
May			

Important Dates:

- 7/24 - Reading Camp Ends
- 8/2 - Financial audit begins with onsite visit
- 8/14 - Staff return
- 8/22 Open house for Charter School
- 8/24 - Kick off event? - still working on details

Updates on Goals/Issues for Discussion

Data for Reporting/Discussion

1. Academic Achievement

Goals for the 2024/2025 School Year

- *Track and demonstrate growth in math across all grade levels*

- *Support teachers' specific and individual learning needs*
- *Strengthen cultural lessons as they intertwine in all academic areas.*
- *Build connections between schools, families, and the community.*

2. *Mission-Based Program and School Improvement Initiatives Updates*

- Planning for teacher workdays in August - finalizing that schedule
- Resumes and interviewing candidates for positions open
- Updating handbooks to be more organized and include updated information

Communications Update

- Blair has the month of July off - continues to set social media posts
- Website updates are happening
- Summer serve was a success.
- Planning for next year continues.

4. *Marketing Update*

- ***Blair continues to work on our website***
- ***We were nominated as top 5 public schools in New Hanover County***

5. *Facility Update (Brittany)*

- Flooring is complete - looks great
- AC unit needed to be replaced
- Paint to touch up walls was completed
- Sunshades installed at outdoor classroom
- Back of the main building is being resided and flashing added. We are pricing gutters.
- Playground updates are being priced out and planned
 1. Running trail
 2. Getting quotes and option for around the playground for pervious concrete

- Plaque for Corrigan's Cottage was ordered
- Terry is working through a variety of projects
- PA system was installed in the gym, FSA grant money was used (thank you FSA!).

Compliance Reporting

- All state requirements are being submitted

HR/Policies & Procedures Update

- Policy 400 vote
- Handbooks need to be approved

Professional Development

- *Taking a new spin on PD options for next year*
- *Administration is doing a book study for the first half of the school year to consider doing schoolwide*

Strategic Plan Update

- [Review here](#)

IT Update

- Speakers have been installed in Corrigan's Cottage

11. EC Update

- ***The current headcount is 39***

12. Nutrition/Lunch Program Update

- Partnership with NHCS will continue next year

13. After-School Program Update

- No updates at this time

Financial Report (Treasurer's Report – Kate):

July Bank numbers:

- \$248,869.29 United Bank (Main Account)
 - \$591,149.08 United Bank (Extended FDIC Acct)
 - \$255,214.64 Live Oak Bank
- \$1,095,233.01 Total**

Whitney made a motion to approve using the FDIC saving account for funding of the new A/C unit and Tyler seconded the motion. Vote was held and passed unanimously.

We are on track for what we normally expect this time of year.

We are still waiting on the state

Brittany

- FSA donation was used to purchase a Chromebook cart (we would like to add a plaque acknowledging FSA donation)
- Discussed a plaque for recognition of FSA president and members for display.

Fundraising and Grant Committee Update - Nicole

We are waiting to hear from the Landfall Foundation, they have delayed things, and we should hear something in October.

Academic Update – (from Kelly, presented by Alicia)

Year of Discovery

- Teacher focus on independent PD opportunities
- Cultural connections
- Observation
- Invention Convention
- Artist Connections

Diversity committee:

See Alicia's Update

OLD BUSINESS/NEW BUSINESS:

Old Business:

[400](#) Policy edits were reviewed last month.

Lara made a motion to approve the edits on the 400 Policy. Kate seconded the motion. The vote was held and passed unanimously.

New Business:

Whitney made a motion to approve the Employee Handbook. Nicole seconded the motion. The vote was held and passed unanimously.

Whitney made a motion to approve the Family/Student Handbook. Nicole seconded the motion. The vote was held and passed unanimously.

Vote on the Executive positions:

Nomination:

President – Nicole Smith

Whitney made a motion to accept Nicole Smith as President. Jeremy seconded the motion. The vote was held and passed unanimously.

Nomination:

Vice President – Whitney Wilson

Jeremy made a motion to accept Whitney Wilson as Vice President, Lara seconded the motion. The vote was held and passed unanimously.

Nomination:

Treasure – Kate Medero

Whitney made a motion to accept Kate Medero as Treasure. Tyler seconded the motion. The vote was held and passed unanimously.

Nomination:

Secretary – Pamela Thigpen

Whiney made a motion to accept Pamela Thigpen as Secretary. Jeremy seconded the motion. The vote was held and passed unanimously.

Board of Directors' Retreat (Nicole)

- Need to pick a date
- What do we want to accomplish at the Retreat
- Team Building

At 8:13 PM, Whitney made a motion to go into closed session, Tyler seconded the motion. The vote was held and passed unanimously.

At 8:16PM, Whitney made a motion to leave closed session, Lara seconded the motion. The vote was held and passed unanimously.

Whitney made a motion to accept the new hire for the PE Teacher. Nicole seconded the motion. The vote was held and passed unanimously.

Whitney made a motion to adjourn the meeting at 8:17 pm and Jeremy seconded the motion. The vote was held and passed unanimously.

REMINDERS:

Next Exec meeting is Friday, August 9, 2024 at 9:30 a.m. via Zoom

Next Meeting – Wednesday, August 21, 2024 at 7:00 p.m.