

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES 1.18.23

Meeting Location: 6339 Carolina Beach Rd., Wilmington, NC 28412
Time: 7:08 PM meeting called to order

Board Members Present: Melinda Cummings, Renae Harris, Eric Jelinski Whitney Wilson, Pamela Thigpen and Nicole Smith via Zoom, Jeremy Linquist, Emily Elmore, Michael Davenport, and Jill Davenport

Not in attendance: Kate Medero

Staff in attendance: Alicia Rheel, Carrie Dworshak, Brian Corrigan

Guest: none

Melinda Cummings started the meeting by reading 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 Comments:

No visitors in attendance

FSA update from Alicia:

- o Second Chance Prom \$75 ticket, they are pushing hard to get the event marketed to sell more tickets. Advertising on Penguin radio station to sell tickets on 30 off local
- o Tinted Turtle Trot
- o Teacher grants are being revamped.

Meeting Agenda:

Renae Harris made a motion to approve the agenda with the edits suggested. Jeremy Linquist seconded the motion. Vote held and passed unanimously.

Previous Minutes:

Melinda Cummings made a motion to approve the November meeting minute with the grammatical changes that had been suggested. Jeremy Linquist seconded the motion. Vote was held and passed unanimously.

Communications Director Update (Blair):

Communications

- Weekly Snapshots are being sent out and uploaded each Friday to the website.

- Please help us spread the word for the **Second Chance Prom!** Share the event on your personal pages and encourage friends/coworkers to get tickets!

Service Learning

- 8th Year Program
 - We pick back up with serving January 30th for the spring semester
- [Saturday Serve](#)
 - Our next Saturday Serve is in February 4th from 9:30-11:30 for Skywatch
 - Families will receive a presentation from SkyWatch to learn more about what they do and families will work with volunteers (a few Skywatch 8th grade students) to create DIY Birdfeeders.
 - Global Youths Service Week - Date/project to be determined, but hoping during to work with Work on Wilmington for a project

Youth Service America Grant

- This month I finished writing a grant with two 8th grade representatives. The grant idea involves partnering with Rise Up Farms and Foster Panty.
 - Before Thanksgiving I met with the student volunteers to talk about a YSA grant for childhood hunger.
 - Students brainstormed and came up with an idea of growing produce, creating a kid friendly/healthy recipe book, then partnering with Foster Pantry to do a cooking demonstration with youth and present them with their own cookbook.
 - [Here are the specifics for the grant](#)
 - Rise Up and Foster Pantry have agreed that even if we are not awarded the grant, they will be happy to help do what’s needed to still make the project happen.
 - We will find out the results in early February!

Diversity committee:

Committee met and discussed what can do for rest of semesters, books, resources for teachers, bringing in speakers. Roasted Bookery owners are going to come do training with teachers and staff about local resources that are in our community.

Fundraising Update: None

Academic Update (Alicia gave update tonight):

Alicia Rheel shared 5 pillars of the Strategic Plan. The Pillars are Environment, Community, Inclusion and Equity, Communication, and Stewardship. Environment and Inclusion and Equity are ready for review.

HOS Report (Alicia Rheel):

The following information is provided to the Board of Directors:

Enrollment

Grade Level	Active Enrollment
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Kindergarten	27
1 st Grade	25
2 nd Grade	25
3 rd Grade	24
4 th Grade	22
5 th Grade	24
6 th Grade	23
7 th Grade	22
8 th Grade	20
Total	212

Student Discipline Report

School Discipline Goal: Make all consequences a learning moment!

Month	In School Suspension # students / # days	Out of School Suspension # students / # days	Incident reports to office Major/minor
August	0	0	0
September	0	0	0
October	0	0	0
November	0	4/4	4/3
December	0		
January			
February			
March			
April			
May			

Important Dates:

- Second Chance Prom 2/18
- Lottery Information Nights 1/19, 1/21, 1/25
- Lottery drawing 2/21
- Raffle Ticket Sales coming end of February

Updates on Goals/Issues for Discussion

Data for Reporting/Discussion

1. Academic Achievement

Goals for the 2022/2023 School Year

- Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations.
- Create and set expectations for collaboration amongst team levels (vertical planning)

- Define and strengthen core reading for all grade levels to align with Montessori and State standards.
- Strengthen all aspects of math, specifically for staff and students in Upper Elementary and Middle School
- Improve school-wide MTSS process around progress monitoring, observations, and quantifiable data.

0. Mission-Based Program and School Improvement Initiatives Updates

- Vertical Planning - Planning of transition days for each level in March
 - Progress reports go home January 20th
 - Staff agreed to topics of a 3 year cultural cycle. Now the work of building the curriculum begins!
 - Interested in a different program for Progress Monitoring and MTSS data(in place of EasyCBM)
- Whole School Academic-Based Celebrations
- Read around the Bases with Wilmington Sharks to happen 1/26
- Other Happenings:
- Finishing TA Professional Development with Kelly
 - Work on Wilmington approved to work with us this spring

0. Communications Update

- See notes from Blair

0. Marketing Update

- o Really good turnout for the first parent session!

0. Facility Update

- Security added to Children's school
- additional cameras added to charter
- construction on the new building is starting.
- New home for Tortoises is complete - Big shout out to Mr. Jon and Ms. Tara for their work on this project!
- Chicken coop will begin construction this spring
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0. Compliance Reporting

- o All required reports are being submitted.
- o COVID Funds audit was completed 1/12/23- no findings or concerns from DPI at this time. They will be circling back around between now and 2029!
- o Calendar for 23-24 is being drafted. Waiting on NHCS to finalize start and end dates.

0. HR/Policies & Procedures Update

- [calendar creation](#) of policy reviews, updates, and committees
- dress code

0. Professional Development

- o Alicia is a part of a Equity Fellowship with the state. Monthly meetings around a variety of topics and support to build equity in schools.
- o [Board Observations](#)
- o Ms. Blair will be attending a Service Learning Conference in April.

0. Strategic Plan Update

- o First read of Environment and Inclusion/Equity sections of plan
- o February will have edits and feedback for these sections and the next two sections will be ready for first read.

0. IT Update

- o John is helping with teacher needs.

0. EC Update

- o Current headcount is 47.

0. Nutrition/Lunch Program Update

- o We began working with NHCS to provide lunch for Free/Reduced. We currently have 4 students out of 29 that have opted in for this option.

0. After School Program Update

- o Alphabest is running well.

Financial Report (Treasurer's Report – Kate Medero):

November Bank numbers:

\$295,429.09 United Bank (Main Account)

\$256,540.19 Live Oak Bank

\$168,914.47 NBKC

\$249,972.11 Truist

Brian Corrigan presented about United Bank option that is going to guarantee FDIC insurance for all the money even when accounts are over \$250,000 which is the standard FDIC insurance. It does it by sharing the money across different banks money market type accounts. The accounts will earn interest. There is still money coming Truist and NBKC accounts will be closed and go to United Bank for the FDIC insured money market accounts. Jill Davenport made a motion to open the United Bank Money Market account and transfer the funds from Truist and NBKC to the new United Account and close the Truist and NBKC accounts. Renae Harris seconded the motion. Vote was held and passed unanimously.

OLD BUSINESS/NEW BUSINESS:

Old Business:

IMS Educational Policies review update from Jill Davenport, Jeremy Linquist, Pamela Thigpen and Nicole Smith. Updates include grammatical and formatting edits, adding some links within the policies. Alicia Rheel will make the edits and then have the board review and vote on next month.

New Business:

Melinda Cummings gave shout out to Emily Elmore because she has been doing lots of behind the scenes creating documents, getting ahold of the press, dignitaries for the groundbreaking for the Multipurpose Building that is happening this Friday. Also gave shoutout to Pamela Thigpen for all the work on the outdoor space Chicken space preparations. Also gave shoutout to the group working on the lunch program which is Kate Medero, Jeremy Linquist, Jill Davenport, Pamela Thigpen and Renae Harris.

All Board members need to review the sections of the Strategic Plan that Alicia Rheel has ready for review which are the Environment and Inclusion and Equity.

Motion by Eric Jelinski to go into closed session at 8:43pm, seconded by Jeremy Linquist. Exited closed session at 8:46pm.

Motion was made by Melinda Cummings to approve the 2 new hires. Eric Jelinski seconded the motion. Vote was held and passed unanimously.

Melinda Cummings made motion to adjourn the meeting, seconded by Jill Davenport. Vote was held and unanimously approved. Meeting was adjourned at 8:48 pm.

REMINDERS:

- Next Executive meeting is Wednesday, February 10th at 9:30 a.m. via Zoom
- Next Meeting – Wednesday, February 15th at 7:00 p.m.