

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTORS MEETING MINUTES  
05.21.20**

Meeting Location: Virtual, via Zoom  
Time: 7:00pm

In attendance: Eric, Melinda, Michael D., Jill, Melissa, Dan, Molly, Kari, and Elizabeth  
Staff in attendance: Carrie, Brian, Lara, Alicia  
Absent: Rainey and Michael R.  
Visitors: None

Brian announced that this meeting would be recorded and archived. Melinda motioned to open the meeting, seconded by Kari. The motion to open the meeting was unanimously approved by the board. The Island Montessori Charter School board meeting was called to order at 7:07 PM, by Melinda.

**2 Minute Visitor Comments:**

None.

**FSA Liaison (Melissa):**

The FSA is hosting the Tinted Turtle Trot virtually, over the June 6th-7th weekend. Administration has asked the FSA to consider contributing to the purchase of new ChromeBooks for student use. Melinda complimented the FSA for delivery of merchandise for the Tinted Turtle Trot.

Melinda read the mission statement.

**IMS MISSION STATEMENT**

**The mission of the Island Montessori Charter School is to offer a developmentally appropriate and challenging Montessori academic environment that models grace and courtesy, and empowers children of diverse backgrounds to learn and grow, each at his or her own pace, in a peaceful community of lifelong learners.**

**Meeting Agenda:**

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

**Previous Minutes:**

Melinda made a motion to approve the May 7th minutes, seconded by Molly. The motion to approve the May 7th minutes was unanimously approved by the board.

**Communications Director Update (Blair):**

No update.

**Academic Update (Lara):**

Lara shared with the board that faculty is focusing on reaching the finish line for the 2019-20 academic year. She is helping to guide them there, especially in terms of distance learning. Progress reports are a current focus. Lara feels that it will be a seamless transition back to the Google Classroom platform, if needed, in the fall. She mentioned that meeting the 17 point state guideline will be exceptionally difficult. When asked about obstacles in regards to distance learning, Lara replied that working parents and the challenges they face is the biggest struggle. Alicia added that faculty was working hard to keep students engaged in the last few weeks of school. There will be no classes the week of June 8, as the teachers will be traveling to the homes of our rising graduates for bridging ceremonies.

### **BOD Recognition:**

Melinda recognized Molly for her immediate response to recruitment needs for the Children's School. She also honored Melissa for her work on the Grant Committee, especially for COVID-19 related needs. Congratulations were given to Brian and Alicia for their awesome videos.

### **HOS Report (Brian):**

#### **Grade Level Active Enrollment:**

Kindergarten: 27, 1st Grade: 26, 2nd Grade: 25, 3rd Grade: 24, 4th Grade: 24, 5th Grade: 23, 6th Grade: 23, 7th Grade: 23, 8th Grade: 23, Total: 218

**Openings:** Kindergarten: 14, 2nd: 1, 6th: 1, 7th: 1, 8th: 1.

**Student Discipline Report:** Nothing to report.

### **Updates on Goals/Issues for Discussion**

#### **1. Academic Achievement**

##### **Goals for 2019/2020**

1. Increase growth for all students with differentiated instruction in Montessori Lessons driven by data/observations
2. Strengthen all aspects of math especially at the Upper Elementary
3. Strengthen all aspects of reading at K-3 level.
4. Improve MTSS
5. Mindfulness

Families and students are on our Google Montessori Platform. All meetings are being conducted through Zoom. Teachers and TA's all are holding office hours daily.

### **Data for Reporting/Discussion**

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

- Digital Platform running. NO end of grade test or NWEA test.
- Brian is working on finalizing the upcoming academic calendar and will have it ready for a vote by June's meeting.
- June 5th will be the last day for new instruction and active teacher engagement on our

Google Classroom platform.

- Guidance is being planned for the fall reopening. Brian has not received very much instruction on this from the state. He feels that they are focusing on making it through this unprecedented school year.

### **3. Facility Update**

- The multi-purpose room will be repainted over the summer.

### **4. Compliance Reporting**

- Jill made a motion to keep Rebekah Barr on as auditor for the upcoming year, seconded by Melinda. The decision to keep Ms. Rebekah Barr as auditor for the upcoming fiscal year was unanimously approved by the board.

### **5. Professional Development**

- All has been canceled at this time.

### **Financial Report (Treasurer's Report – Kari)**

- Money in Crescom Account: \$367,975
- Live Oak Account: \$250,000
- NBKC Account: \$250,000
- Money to draw from the state: 0
- Additional Crescom account (to track the PPP loan): \$176,681

### **Strategic Plan update – State Plan:**

No update.

### **Board Strategic Plan:**

No update.

### **Special Board Projects:**

No update.

### **Executive Committee (EX):**

None.

### **Grant Committee:**

The W.O.W. grant will change its project narrative, with the foundation's blessing, to address COVID needs. We have been selected for the NC GreenPower solar grant and are in the process of reviewing the contract, which is due by June 1st.

### **Finance Committee:**

We are tracking the PPP loan via the 2nd CresCom account. We anticipate returning approximately \$30,000 dollars, as we will not meet the deadline for all monies to be dispersed.

### **IT:**

No update.

**EC:**

Alicia discussed the amount of money we will receive for special education for the 2020-21 school year.

**Nutrition/Lunch Program:**

No update.

**After School Specials:**

No update.

**Outdoor Committee:**

Jill continues to seek ways to utilize the land at the very back of the property. She will be visiting the campus soon with advisors, to assess forward motion.

**HR/Policies and Procedures:**

Melinda inquired if anyone had any issue with the extended leave policy. No one did; there is no amendment needed, therefore the extended leave policy is firm.

**Marketing:**

No update.

**Diversity Update:**

No update.

**Alumni Committee:**

No update.

**OLD BUSINESS/NEW BUSINESS:**

**Old Business:**

- No update.

**New business:**

- Brian offered a health update. He will assess his needs as we move closer to August.

**CLOSED SESSION:**

No closed session.

Elizabeth motioned to adjourn the meeting, seconded by Eric. The board unanimously approved to adjourn. Meeting was adjourned at 7:54PM.

**REMINDERS:**

- Next board meeting is Wednesday, June 17th, 2020, at 6:00pm, via Zoom.
- All committee reports are due by Friday, June 12th, 2020 [PDF Format Please!].
- June 12th, Executive Committee meeting at 10:30AM- [Virtual].

**Upcoming Events:**

- Memorial Day = NO SCHOOL: May 25th
- Tinted Turtle Trot, 2020 Virtual Race: June 6th-7th
- ChromeBook Return: June 11th and 12th

- **Digital Bridging Ceremonies: June 8th – 11th**
- **Draft Day: Late Summer**

**ACTION STEP ITEMS:**

- **Brian to have the calendar ready for a vote by June's meeting.**
- **Melinda asked Michael, Dan, and Kari to call her regarding health insurance. Melinda will call Nigel.**
- **Melinda, Michael, and Brian will discuss the NC GreenPower contract on Friday. Next Thursday, Brian will have further discussion with the foundation.**