

# ISLAND MONTESSORI CHARTER SCHOOL

## BOARD OF DIRECTORS MEETING MINUTES

6.14.23

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

Time: 7:13PM meeting called to order

Board Members Present: Eric Jelinski, Renae Harris via Zoom, Emily Elmore, Whitney Wilson, Pamela Thigpen, Nicole Smith via Zoom, Mark Turner, Tyler Howell, Jill Davenport via Zoom

Not in attendance: Kate Medero, Michael Davenport

Staff in attendance: Alicia Rheel

Guest: none

Whitney Wilson 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 that Alicia shared:**

Alicia gave brief update on behalf of the FSA that the Wilmington Sharks kick off to summer event that raised over \$200 in ticket sales.

### **Meeting Agenda:**

Jeremy Linquist made a motion to approve the agenda. Jill Davenport seconded the motion. Vote held and passed unanimously.

### **Previous Minutes:**

Eric Jelinski made a motion to approve the May meeting minutes with the edits to the date for the June meeting needed to be updated. Jill Davenport seconded the motion. Vote was held and passed unanimously.

### **Academic Update (Alicia gave update tonight):**

### **Communications Director Update (given by Alicia):**

Blair has summer serve going on with some of the middle school students.

**Diversity committee:**

Melinda Cummings gave update about diversity committee and that the books are being inventoried in lower and upper El, Middle School and Children’s school in addition to the hallways. There is money in the budget for workbooks and classroom materials which includes books.

**Fundraising Update:**

**HOS Report (Alicia Rheel):**

The following information is provided to the Board of Directors:

**Enrollment**

Grade Level	Active Enrollment
Kindergarten	26
1 <sup>st</sup> Grade	25
2 <sup>nd</sup> Grade	25
3 <sup>rd</sup> Grade	24
4 <sup>th</sup> Grade	22
5 <sup>th</sup> Grade	21
6 <sup>th</sup> Grade	22
7 <sup>th</sup> Grade	22
8 <sup>th</sup> Grade	19
<b>Total</b>	<b>206</b>

**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	0	0
January	0	0	0
February	0	5/5	1
March	1/3	1/5	1
April	0	1/10	2
May	0	0	0

- June 15th - Last day for Staff
- June 26th - Reading Camp begins
- July 3rd - 7th - ALL Buildings closed for holiday
- July 19th - Annual Board meeting

## 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*

- Planning underway for next school year - Year of Connections!
- Summer Reading Camp will begin June 26th.
- Bridging ceremonies were beautiful and well attended - staff did an awesome job pulling off LE!

#### 0. *Communications Update*

- See notes from Blair

#### 0. *Marketing Update*

- o *none at this time.*

#### 0. *Facility Update*

- Construction for the Chicken Coop is continuing.
- Planning for summer projects around campus
- New Building is drywalled and painting is planned to start next week.

#### 0. *Compliance Reporting*

- o All required reports are being submitted.
- o Charter Agreement has been delivered to the state. Our signed copy should be to us in July.

#### 0. *HR/Policies & Procedures Update*

- [calendar creation](#) of policy reviews, updates, and committees
- 400 policy - Second read and approval
- Application and Enrollment updated policy - first read

**0. Professional Development**

- o Beginning to plan PD for next school year.
- o Ms. Wendy and Ms. Yvonne are signed up for writing workshops through Montessori programs
- o Positive Discipline is scheduled for Monday/Tuesday August 21st and 22nd for all staff as well as a parent night Monday August 21st.
- o Working with Sheriff's department to schedule ALICE training
- o Working with DPI to schedule MTSS training
- o Diversity committee will be giving a staff training
- o Looking into a guest speaker for the staff - Montessori focused.

**0. Strategic Plan Update**

- o LAST READ AND EDIT - FINAL VOTE JUNE/JULY

**0. IT Update**

- o John will be inventorying chromebooks this summer. Quite a few are in need of new keyboards, mouse pads, etc.
- o We are reviewing current filters and adding stronger monitoring options

**0. EC Update**

- o Current headcount is 43.

**0. Nutrition/Lunch Program Update**

- o no update at this time.

**0. After School Program Update**

- o Alphabest is running well. The new contract is signed and ready for next year.

**Financial Report (Treasurer's Report – given by Brittany Ivey tonight):**

June Bank numbers:

\$250,373.17 United Bank (Main Account)

\$311,731.53 United Bank (Extended FDIC Acct)

\$253,375.13 Live Oak Bank

\$0 Truist

The increase is due to state money drop to cover expenses paid with local funds throughout the year.

There are still two checks coming for 2023 year: One from New Hanover and one from Brunswick County.

Construction of the new budget is making it seem like there is a large deficit, but this is money that had been saved up for years to put towards the new building.

**OLD BUSINESS/NEW BUSINESS:**

**Old Business:**

Eric Jelinski made a motion to approve the Strategic plan. Whitney Wilson seconded the motion. Vote was held and passed unanimously.

Eric Jelinski motioned to approve the policy 400. Whitney Wilson seconded the motion. Vote was held and passed unanimously.

### **New Business:**

Lottery policy was presented by Alicia Rheel. To be noted is adding general statutes, class sizes, when lottery must be held, specifying that Children must be 5 or older, not more than 15% of the schools total enrollment can be board or staff members students. Alicia also went over different reasons for allowing the right of refusal. None of this is new, it is just adding more clarification and explanation. Additional clarification and turn around time for someone to accept the spot for their child when they are on the waitlist for a lottery spot.

Eric Jelinski made a motion to accept the 2023-2024 planning budget as proposed with the caveat that the school does have enough funds in savings to cover the deficit, if any. Jill Davenport seconded the motion. Vote was held and passed unanimously.

There will be an update to the budget each month regarding the construction loan amount and the final monthly payment amount once the mortgage is finalized at the conclusion of the construction.

Discussion was held on how to handle the timing of when board members come onto the board in relationship to children being given priority. Bylaws give permission to vote on board members in other months if needed to be given priority.

Eric Jelinski gave shout out to Blair for how awesome the school pictures on social media have been this past year.

Jeremy Linquist made motion to end the meeting, Whitney Wilson seconded the motion. Meeting ended at 8:20pm

### **REMINDERS:**

- Next Executive meeting is Friday, June 14<sup>h</sup> at 9:30 a.m. via Zoom
- Next Meeting Wednesday, July 19<sup>th</sup> at 7:00 p.m.