

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

1.17.24

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

Time: 7:00 PM meeting called to order (Whitney)

Board Members Present: Emily Elmore, Whitney Wilson, Michael Davenport, Jeremy Linquist, Mark Turner, Nicole Smith, Tyler Howell

Not in attendance: Kate Medero, Pamela Thigpen

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

Guest: Rebekah Barr, CPA PC, Auditor

Whitney Wilson opened the meeting at 7:00PM

Mark 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 Comments:

No visitors in attendance

Meeting Agenda:

Jill made a motion to approve agenda and seconded by Jeremy. The vote was held and passed unanimously.

Previous Minutes:

Jill made a motion to approve the meeting minutes and Mark seconded the motion. The vote was held and passed unanimously.

Financial Report:

Auditor, Rebekah Barr joined via zoom. She shared her four-year tenure serving in this capacity. Overall good report. No questions asked during the meeting. Questions after the meeting can be handled via email.

FSA update that Alicia shared:

- Second Chance Prom
 - February 10, 7-10p, at Azalea Station

- Tickets are \$75/pp and include an open bar (limited selection of craft/local beer, wine, and cocktails), light snacks and desserts by True Blue Events, photo booth
- Features a “Prom Crawl” through the Cargo District. Attendees will be encouraged to visit participating businesses the week leading up to and night of the event to receive a stamp in return for a purchase. If a ticket meets all of the requirements it will be turned in at Prom and entered into a drawing for the Cargo District themed raffle basket.
- Tickets will go on sale the week of Thanksgiving with a chance to win “Black Friday” deals over Thanksgiving weekend.
- We are attempting to crowdfund teacher tickets during holiday gift giving (teachers were surveyed ahead of time to find out who would like to go).
- T3 Freak Out Party
 - March 15, Corrigan’s Cottage
 - This will feature karaoke instead of a talent show and will be held in the new building!
- Tinted Turtle Trot
 - April 21, Carolina Beach
 - Race format has changed: powder is replaced with Goblies throwable and biodegradable paintballs.
 - Seeking committee members for this event

Other Business

- Would like to develop a contingency plan for making board members and staff more visible at FSA-led events, and engaging families more
- FSA would like to have a grant writer position

Head of School’s Report – (Alicia)

Enrollment

Grade Level	Active Enrollment
Kindergarten	27
1st Grade	26
2nd Grade	24
3rd Grade	25
4th Grade	24
5th Grade	25
6th Grade	22
7th Grade	21
8th Grade	19
Total	213
Withdrawals:	Reason:
1	6th grade - family relocated to Pittsburgh

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	0/1
September	0	0	0/0
October	0	0	0/0
November	0	0	0/0
December	0	1	0/1
January			
February			
March			
April			
May			

Important Dates:

- 1/26 - Progress Reports go home
- Prospective Parent Sessions - 1/18, 1/20, 1/24
- 2/10 - Second Chance Prom
- 2/19 - No School - President's Day

Updates on Goals/Issues for Discussion

Data for Reporting/Discussion

1. Academic Achievement

Goals for the 2023/2024 School Year

- Increase growth for all students with differentiated instruction in Montessori lessons driven by data/observations
- Continue to grow three-year cycles through vertical planning and collaboration.
- Strengthen all aspects of math, aligning Montessori lessons, three-year cycles, and state standards.
- Build connections between schools, families, and the community.

2. Mission-Based Program and School Improvement Initiatives Updates

- Curriculum planning continues in the area of math and reading
- Staff are working through the first periods of progress monitoring for students on tiered interventions
- Ms. Mackenzie started a gratitude wall for November for students and staff to share what they are grateful for
- Kelly and Board members are connecting with families with Coffee and Connections on Friday.

3. Communications Update

- See notes from Blair

4. Marketing Update'

- *Wilmington Parent magazine showcased one of our students, family interview and advertisement for children's school and charter.*

5. Facility Update

- Fence blew down in storm - maintenance was able to fix
-

6. Compliance Reporting

- All state requirements are being submitted

7. HR/Policies & Procedures Update

- [24-25 Calendar](#)

8. Professional Development

- *Working on PD for staff for teacher work days for the second half of the year.*

9. Strategic Plan Update

- [Review here](#)

10. IT Update

- Waiting on our ERate grant funds to fully connect Corrigan's Cottage to school internet
- We have 3 carts of chromebooks that are currently out of date and will not update to the latest version of chrome to successfully run testing formats. Raffle ticket fundraising will target supporting the cost of one new cart and 30 chromebooks.

11. EC Update

- *The current headcount is 32. There are 4 in process of referral*

12. Nutrition/Lunch Program Update

- Your Pie has closed - we are working to partner with another company for Friday hot lunch option.
- Partnership with NHCS is going well
- We have 11 students utilizing free or reduced lunch

13. After-School Program Update

- Alphabest is running. They have been very patient with basketball and book fair messing with their routine.
- They have changed their process for drop-in care/passes - This has caused some issues for families.
- They have had some issues with maintaining consistent staffing.

Maintenance:

Fence repair after December storm

Professional Dev: teacher work Day : Diversity Committee presentation
Chance for teachers to discuss vocabulary, identity, research, and action. Running for Justice focus
Children School Potluck

Strategic Plan: Review and discuss with scheduled discussion in February

IT Update: awaiting grant funds. Carts for Chromebooks are out of date. Raffle fundraiser target initially. However, concern with interest-may replace with repurpose playgrounds (look for grant opportunities). Easier to repurpose areas over the summer.

Work on Wilmington sealing moving forward this Spring.

Head EC: 32, 4 in referral. Anticipate 35 in April

No hot lunch option on Fridays currently. Your Pie has closed. Brittney reached out to Antonios. Discussion continues this week. Also considering Jay's Incredible Pizza, Slide of Life (individually serve the lunches). Cape Fear Games: kitchen available. Catering interest (lunch program- space rental; educational component for middle schools)

Alphabest is running. Significant turnover in staff this year. Unstable but families are hanging in there.

Financial Report (Treasurer's Report – Brittany):

Bank numbers:

\$242,382.27 United Bank (Main Account)

\$428,839.72 United Bank (Extended FDIC Acct)

\$250,269.06 Live Oak Bank

- Transferred funds to keep investments insured.
- Teacher bonuses paid.
- W3Built cut a check to recuperate building expenses. 1/27 grading for drainage anticipated.

Budget:

- Dwindling negative balance -\$157k in negative
- Looking for adjustments to ensure we are good at the end of the year.
- February Board meeting budget introduced. State has not released any projections to date.

- P-card program consideration: desire for three credit cards to cover workshops. Britney to control card and access. \$20k limit with control how much is on each card. Used by Maintenance, gas, etc. Flexible to allocate funds as needed. Control exists to shut card down immediately.

Jill motion to accept p-card proposal, second Emily. Vote held and passed unanimously.

Old Business

Committees discussion

- Executive
- Financial
- Academic: Jeremy
- **Grants/Fundraising:** Jill, Mark-work with Finance Committee (Britney) Emily

Suggest community involvement, if possible. Brochure with handouts at drive line (drop-off/pick-up)

- Board members with sign-ups at Open House and manning hours
- Room parent
- Sign-up genius
- Survey-monkey
- Diversity Committee: Thursday after schools one/month: Jill

New Business

Structure Changes proposed.

- Childrens School meeting time adjustment (6:30).
- Executive teams remain the same.
- Board members would serve both Boards.

Members Impacted:

Lara
Pamela
Jeremy
Tyler
Whitney

Pros/Cons-institutional knowledge on what created the division discussed. Interest among members also discussed. Can't be a requirement to be on both Boards. Duplication of items occurs. Promote separation of Boards as intended with the initial separation (a legal requirement). Insurance, health care reasons to separate the two. Speakers from floor: non-voting can join conversation without quorum impacts. Knowledge and valuable contributions. Work together with distinction. Offering to join one board recent opportunity. Efficiency v. impropriety discussion from Legal standpoint. Strong delineation between both Boards-is Executive team enough. Jill to research how other schools in similar circumstance respond.

Board Recruitment: 2 applications received. Lara on Charter (11 total). Option to up to 13 with two new applications. 7 members with no new additions-no priority in Lottery.

Discuss staggering terms: Rolling terms instead of majority of members terms expiring at the same time.

Discuss when new Board members need to join to ensure who needed Lottery seats based on new policy.

Add Lara to Charter Board

Motion Jill, second Whitney. Vote held and unanimously upheld.

Volunteers for structure of terms: Whitney and Jeremy

Strategic Plan: Goals for the Board

-Vague

- Due dates on-going

-Discussion in February

2024-25 Calendar:

Motion: Jeremy, Emily seconded. Vote held and unanimously upheld.

Closed Session:

- a. Nepotism Policy: Britney's dad, Terry-reports to Alicia. Experience with construction management.
- b. B. Kerri update: Health update. Surgery in April. May earliest return, if at all.

Motion to leave close session: Whitney

Second: Mark Turner

Hire Terry Ivey: Whitney, Second Lara. Vote held and unanimously approved.

Extend Kerri's leave through the end of the school year Whitney, Second Jeremy. Vote held and unanimously approved.

Whitney made a motion to adjourn, Jeremy second the motion. Vote was held and unanimously approved at 8:51 pm.

The next meeting will be held on Wednesday, February 21, 2024, at 6:30 p.m. on the Charter School campus.