

ISLAND MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

8.16.23

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

Time: 7:08 PM meeting called to order (Whitney)

Board Members Present: Emily Elmore, Whitney Wilson, Kate Medero, Pamela Thigpen, Jill Davenport, Nicole Smith, Jeremy Linquist, Tyler Howell

Not in attendance: Mark Turner

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

Guest: none

Whitney Wilson opened the meeting at 7:08PM

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

Previous Minutes:

Jill Davenport made a motion to approve the July meeting minutes. Kate Medero seconded the motion. Vote was held and passed unanimously.

FSA update that Alicia shared:

- Currently helping with shirt order for the staff
- Working on events for the year. Tinted turtle trot, looking at different options for color.
- Communication - how to roll out so it is crisp and clear
- Blair is taking over Everbridge and will help with the timing of FSA updates and including them in her updates.
- Blair and Carrie will work together on this.

Academic Update – (from Kelly, presented by Alicia)

Overall Happenings:

- Teachers are energized and putting together classrooms!
- Lead teachers and TA's are developing and reinforcing strong organizational classroom systems. (Putting supports in place for normalization and fostering independence.)

Coaching:

- Supporting new/veteran teachers set up environments and the beginning of year planning stages.
- Teachers are developing Professional Development Plans, (1 personal goal, 1 classroom goal, 1 school-wide goal)
- Monthly team level lesson studies will begin in September (Lesson Studies by team will help bring different trainings together, reinforces sequence of lessons)
- Observation and weekly check-ins will begin in September

Teams:

- We are launching Cultural, Year Cycle 1 topics
 - History: Early Humans. Ancient Civilizations, World History
 - Science: Earth / Landforms/ Weather / Earth Science

Whole School Gatherings:

- International Day of Peace 9/21

Family Engagement:

- Ribbon Cutting & Open House, Aug. 23
- [Family Engagement Plan](#)
- Up Next~September - Back to School Nights
Join your student's teacher to learn about the structure of their classroom environment and how you can play a supportive role in your child's educational journey.
 - MS - Sept 18, 5:30-6:30
 - UE - Sept 19, 5:30-6:30
 - LE - Sept 21, 5:30-6:30

Communications Director Update (from Blair, presented by Alicia)

Communications

- Board member updates and meetings have been made to the website.
- New teacher bios and any updated bios are due by next week so new changes can be added to the website before the start of school.
- Website has been updated to reflect the new school year theme.
- The 'Parent' tab has been updated to be more user friendly on the front end, hopefully.
- I will be hosting a quick website 'How To Navigate' for parents during open house. Hopefully some will attend to learn all the things that are located on the website!
- Alumni students have been contacted via email and personally invited to join us for the building dedication. This was just for the student emails that I have. I have posted the invitation on social media for all other families/students.

Service Learning

- We will be partnering again with Skywatch Bird Rescue and Rise Up Community Farms.

- Unfortunately, we have lost Foster Pantry due to the fact they are receiving UNCW interns and other support this school year. We still hope to continue collaborating with them for donation drives/serve events in the future.
- We have a new partner with the Humane Society and I am working on seeking to connect with a senior center (Autumn Care / Morningside) and the Salvation Army at the Harrelson Center.
- I plan to continue with quarterly ‘Saturday Serves’ as opportunities for families to connect and serve within the community. I would love to encourage any staff or board members to attend these as well! *More updates and information to come.*
- I am working on our community calendar for our donation drives/awareness months. Since Montessori operates on a three year cycle, my aim is to have that follow with our serving as well. Below is the current proposal for this year but I am still waiting to hear back from organizations on what needs they have.
- The administrative team took a tour of the Harrelson Center this summer to really connect with local non-profit organizations. The hope was to foster a desire for ways to connect students/classrooms and staff to the community for serving. It was also a desire to even connect individuals with something that spoke to their heart. We have two other teacher workdays where lead teachers will get to visit the facility and learn about ways they can get involved and get their students involved in giving back!

Three Year Service Learning Cycle - Donation Drive

	2021-22	2022-23	2023-24	Focus Area
Sept	Meals/Cards for FR/Vets	Step Up for Soldiers	First Responders	Veterans/First Responders
Oct	NourishNC	First Fruit Ministries	Food Bank of SENC	Food Insecurity
Nov	Foster Pantry	Book Donations	Family Promise	Children
Jan	Good Shepherd	Vigilant Hope	Salvation Army	Homelessness
Feb	Paws 4 People/Humane	Skywatch	Coastal Animal Rescue Effort	Animals
Mar	Rise Up Farms	Cape Fear River Watch	Plastic Ocean Project	Environment
Apr	GYSW	GYSW	Saturday Serve Day	School Community
May			GYSW	School Community

Diversity committee:

Fundraising Update:

Head of School’s Report – (Alicia)

Enrollment

Grade Level	Active Enrollment
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Kindergarten	27
1st Grade	26
2nd Grade	24
3rd Grade	25
4th Grade	24
5th Grade	25
6th Grade	23
7th Grade	22
8th Grade	19
Total	215
Withdrawals:	Reason:
8 students	1 - Homeschool, 5 - Transfer to new school, 2 - moving out of Wilmington

Discussion to update withdrawal form, when families leave the school and add a check box if they would like a board member to contact them.

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			
September			
October			
November			
December			
January			
February			
March			
April			
May			

Important Dates:

- August 21st - PD for parents - Positive Discipline
- August 23rd - Ribbon Cutting/Building Dedication and Open House
- August 24th - Children’s School Parent Orientation
- August 28th - First day of school
- September 4th - NO SCHOOL - Labor Day
- September 7th - Read to Achieve Parent Information Session
- September 18,19,21 - Classroom/Parent Orientation nights by level (LE, UE, MS)
- September 20th - Board Meeting

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 school, families, and the community.*

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

- Patty Barshay is coming to work with our staff next week
- Art room and classrooms are being set up
- ALICE training is scheduled for Friday
- New MTSS progress monitoring program training scheduled for Friday

0. *Communications Update*

- See notes from Blair

0. *Marketing Update*

- ***Looking into some IMS swag items to have on hand. Planning out winter/spring contacts to real estate offices for Charter presentations.***

0. *Facility Update*

- Chicks are here!
- The art room sink is in
- Bathroom floors have been stripped and waxed
- A new classroom set of chairs for middle school has been ordered and built thanks to a donation from Good Hops and Island Trivia
- New Building Update – Final Inspections end of week/beginning of next week then get our CO in time for ribbon cutting. Landscaping was going in today.

0. *Compliance Reporting*

- All state requirements are being submitted
- The audit visit was complete - waiting on next steps

0. *HR/Policies & Procedures Update*

- Board Committees
- Policy review committees
- Continuing to search for a long-term substitute

0. *Professional Development*

- *Positive Discipline is scheduled for Monday/Tuesday August 21st and 22nd for all staff as well as a parent night Monday August 21st.*
- *Staff trainings are scheduled this week and next.*
- *ALICE training is scheduled for Friday*
- *Patty Barshay will be coming to work with the staff in August*

- 0. **Strategic Plan Update**
 - Working on parent presentation - hoping to present at Parent Orientation nights
- 0. **IT Update**
 - John is inventorying Chromebooks
- 0. **EC Update**
 - **The current headcount is 31.**
- 0. **Nutrition/Lunch Program Update**
 - Setting up vendors for next year.
 - Plan is to continue to offer Free and Reduced Lunch through NHCS lunch program.
- 0. **After School Program Update**
 - Alphabest will be our aftercare program for the 2023-2024 school year.

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

July Bank numbers:

\$251,136.46 United Bank (Main Account)

\$233,650.96 United Bank (Extended FDIC Acct)

\$255,041.39 Live Oak Bank

\$0 Truist

Waiting on State Funds to Drop to Cover July Payroll. We were awarded some money today, \$100,000 (20%). They plan to drop us another 30% to carry us until the state approves the budget.

OLD BUSINESS/NEW BUSINESS:

Old Business:

Building Update – Ribbon cutting Sept. 23rd at 5:30PM

Followed by Open House 6-7PM

New Business:

Committees (Grants and Fundraising) – Nicole Smith, Whitney Wilson, and Jill Davenport to work on grants and fundraising.

Board officer nominations:

Whitney Wilson made a motion to add Emily Elmore to the Charter School Board. Tyler Howell seconded the motion. Vote held and passed unanimously.

Whitney Closed made a motion to enter into closed session at 7:53 PM to discuss new hire. Jeremy Linquist 2nd the motion. Vote held and passed unanimously.

The board voted to come out of closed session at 7:56pm. Jill Davenport made a motion to end closed session, Whitney Wilson seconded the motion. Vote was held and passed unanimously.

Kate Medero made a motion to accept new hire, Nicole Smith 2nd the motion. Vote held and passed unanimously.

Pamela Thigpen made a motion to adjourn the meeting at 7:57pm and Whitney Wilson seconded the motion. Vote was held and passed unanimously.

REMINDERS:

- Next Executive meeting is Friday, September 15th at 9:30 a.m. via Zoom
- Next Meeting Wednesday, September 20th at 7:00 p.m.