

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
05.21.14**

*In attendance:* Christina, Jennifer, Melinda, Brian, Stephanie, Michael, Jeremy, and Steve

*Absent:* Kemmy, and Jill

Visitors in attendance: Tammy McNulty, Robert McNulty, Todd Fischer, Vicky Messer, Lori Birdsong, and Samara Kuhn

Jeremy motioned to open the meeting, seconded by Stephanie. The Island Montessori Charter School Meeting was called to order at 7:04pm by Melinda.

**2 Minute Visitor Comments:**

**FSA Liason:**

Vicky updated the board with a flyer for an upcoming celebration at the Children's Museum, on Friday, June 6<sup>th</sup> from 5:30-7:30pm. Incoming families are also invited to attend.

Lori gave the board some positive feedback about the new lunch program. She said her kids love the new options and are trying new things. She loves it!

**Previous Minutes:**

A motion to approve the previous minutes as amended was given by Steve, seconded by Michael, and were approved unanimously by the board. Brian expressed his appreciation for how concise and well-written minutes are and how easy they are to read. **\*thank you\***

**Academic Committee:**

Samara updated the board that they recently held a practice EOG session with the 3<sup>rd</sup> graders the end of April. The teachers are now working with the children on the things they need to work on. EOG math prep today went well. UE had a bubbling lesson earlier in the week. The EOG tests arrived today and Samara's office will now remain locked at all times.

Samara and Ms. Eleanor met with the makers of Montessori Compass to offer feedback regarding the use of the program. The teachers have agreed to keep it for another year and see what happens. Brian interjected that the plan is to use Montessori Compass for the first 10 weeks of school and then decide whether or not to keep it. Steve suggested, using the FSA, send out weekly tips for how to use and familiarize themselves with Compass.

Teachers voted to keep Progress Reports the same. The only request was to add more quantitative data and that Art and Environmental Ed (Spanish next year) be graded separately.

Jennifer added that the AC met last week and they formed a student support team, led by Karla King, which will have one teacher representative from each grade level.

**Head of School Report (Brian):**

**Enrollment update**

Enrollment hasn't changed!

- 137 students
- 133 New Hanover, 4 Brunswick

### **Next Year**

- We are full in all classrooms
- Wait list: K-36, 1<sup>st</sup>-18, 2<sup>nd</sup>-22, 3<sup>rd</sup>-13, 4<sup>th</sup>-31, 5<sup>th</sup>-11, 6<sup>th</sup>-14.

### **Financial update**

- Current cash in bank: \$109,286
- Cash able to draw: \$62,431
- Fundraising account: \$9,767 – bought a portable PA/Mic system
- Please see budget sheets attached
- Planning ADM is: State funds - \$46,13.89 (up \$29.89 from 13/14)
- EC state funds - \$3,768 (up \$25.00 from 2013/14) – 9 more students
- 2013/14 total state revenue: \$690,778.00
- 2014/15 total state planning: \$830,241.61

We do not get planning from the county so we will not know anything in advance.

An updated planning budget was emailed to the board with \$2,000 added for reading materials.

### **Building**

- Permits are in place. Site work and setting of the “Learning Cottage” hopefully will take place before July. Fence will go up in July. Brian needs soils test scheduled to be completed the last week of June.

### **Summer Reading Program for 3<sup>rd</sup> Graders**

- Hiring process has begun to find the teacher for this program. One last interview tomorrow and then hope to make a decision.

### **International Days**

- Thank you all who came by and celebrated with us!

### **Background Check Policy**

The State requires that the school’s background check policy mirrors the policy of the school district it resides in. The NHC policy on background checks has to mimic our policy and the board should expect a vote on it at the next meeting.

### **Audit Quotes**

Brian shared 3 quotes for Audit Proposals for fiscal year 7/1/13-6/30/14. Kemmy (in his absence) suggested we go with W Green & Company. Board discussions ensued regarding the proposals. Jeremy motioned that we accept the first bid from W Green & Company, PLLC, Wade Green, CPA. Second was given by Michael, approved unanimously by the board.

### **Board Elections:**

Melinda brought to the board's attention that we re-elected three board members last year but that approval cannot be found in the minutes. Steve motioned that we reaffirm that last year we re-elected three board members, Jeremy, Michael, and Christina for a 3-year term ending 2016.

Steve, Kemmy, and Stephanie are up for re-election in July 2014. Melinda, Jennifer, and Jill are up for re-election in 2015. Stephanie expressed that she would like to step down and was not going to seek re-election. Board discussions ensued regarding filling board vacancies. The board discussed a possible 5 vacancies for this year. Melinda directed the board to offer feedback via email about new elections and decisions about staying, due a week from Friday (May 30<sup>th</sup>).

#### **Executive Committee:**

See committee report. Melinda asked the board for feedback on the final draft of the Strategic Plan. Little discussion was held; the board agreed it was fantastic as is.

#### **Facilities Committee:**

Given in conjunction with the HOS Report

#### **Marketing/ HR Committee:**

Thursday, May 29<sup>th</sup>, @6:00pm, the Outdoor Space Committee meeting will be held at the Charter School (kid friendly). Stephanie is currently working on 3 grants. They have requested an oodle swing and hope to get that one. There is also another one for a tunnel and hill. The third grant is through the garden club and is being written by Danielle Kurtz for plants and irrigation. See report for additional details on grants.

#### **Finance Committee:**

Financial report was given in conjunction with the HOS Report.

#### **Development/Fundraising Committee:**

Stephanie sent a previous email to the board regarding the idea of hiring a fundraising person. Serious discussions ensued regarding the future of fundraising.

#### **IT:**

Jeremy is donating a metal cabinet for the school, which will store the IT stuff.

#### **EVALUATIONS:**

Melinda discussed Brian's upcoming evaluation and a board self-evaluation. Brian also said he is going to survey the teachers and ask for some constructive criticism on what improvements he could make, etc. Steve suggested that we look at an outside consultant to help with evaluations, the board agreed.

#### **LUNCH PROGRAM**

98 first week, 92 second week, and 60 the third week. Jeremy needs help with lunch pick up on Wednesdays and Fridays. So far the program has been successful but there are still a few kinks to work out.

#### **OLD BUSINESS/NEW BUSINESS:**

Steve reported the Stride running program came to an end this past week. They had a showing of 6 boys and 14 girls and the kids had fun.

#### **Recommendation for Contracts**

**Melinda motioned to go into closed session to discuss personnel contracts given at 8:51pm.**

Board came out of closed session at 8:53pm.

Melinda made a motion to accept the recommendations for contracts presented to the board, second given by Steve. Approved unanimously by the board.

Melinda also motioned to approve the HOS contract as edited by Michael. Second given by Michael. Approved unanimously by the board.

Christina motioned to close the meeting. Second given by Jeremy, Meeting adjourned at 8:57pm.

**The next meeting will be Wednesday, June 18th, 2014, at 7:00pm, at the Children's School.**

**REMINDER:** All minutes/committee reports/HOS report/financial reports are due to Melinda by Friday, June 13<sup>th</sup>.