

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
07.22.15**

In attendance: Jeremy, Melinda, Brian, Stephanie, Christina, Steve and Dan

Absent: Drew, Michael, Jill, and Renae

Staff in attendance: Samara Kuhn and Alicia Rheel

Visitors in attendance: Melissa Griffin

Jeremy motioned to open the meeting, seconded by Steve. Island Montessori Charter School meeting was called to order at 7:03pm by Melinda.

Previous Minutes:

Melinda motioned to approve previous May open and closed minutes, second by Stephanie, approved unanimously with suggested changes.

Melinda proposed that we adopt the minutes for the board retreat, second by Stephanie, approved unanimously.

2 Minute Visitor Comments:

None.

FSA Liason:

Melissa Griffin expressed the FSA have been busy at work already. They are going to do the entertainment books and they are also making t-shirts for the year of science kick off party.

Academic Committee (Samara):

Samara discussed the plan for the year of science kick off party on Friday, September 11th. Everyone is very excited about the event. FSA will also be there to help with activities and food.

The Positive Discipline workshop is scheduled for August 19th at 6:00pm, location to be determined. Christina encouraged them to get the word out as soon as possible since this is going to be an amazing workshop for parents!

The board learned about “a week in the life of Samara” as our presentation this month. She told us about helping in the classrooms (rotating twice daily), giving students extra support, and helping teachers and staff where needed. Samara also attends many meetings per month outside of school hours. She also orders materials and distributes to teachers. She has to attend many parent teacher conferences throughout the year and the last 3 months of the year she spends working on getting ready for EOG's.

Brian also introduced Alicia Rheel to the board so she could share the EC Audit Report (25 students at the time and they pulled 5 files, looking at 32 different standards). We will start the school year with 31 EC students. 25/32 standards we scored 80% or above. Out of 7 of the standards we scored less than 80%. For those areas where they were found to be non-compliant with the standards they will be offering training for Alicia and her staff and re-review in January (but different files). Alicia said some of the issues were with paperwork, which was in place before she got here but they are working to bring them up to compliance standards. The audit also had a lot of great things to say about the program/process. Alicia is continuing education and training.

Christina asked for an update on the school supply program. Alicia reported they will not be participating in the program. Christina suggested to Samara that we encourage families to support our Amazon shop page when purchasing school supply materials.

Head of School Report (Brian):

Enrollment update 2015/2016 school year Charter School: We have 192 students

Financial update

- Current cash in bank: \$278,611. This is what our carry over equals over the last two school years. We were very conservative this school year. Our bank account was exactly \$10 different than what our excel budget workbook said and that is pretty amazing -- Great job Brittany!!
- Cash able to draw \$0.
- Fundraising account: \$1,345.
- Please see new 2015/2016 budget sheets attached carryover is not in it so there is a \$38,000 deficit. This has the new trailer lease cost in it.
- No news on state budget. Brian was told they will drop money based on last year's budget numbers at end of the month and square everything up once the state passes the budget.
- Discussion on %'s for Charter and Children's School. Do we count all students or just the ones in the building in Carolina Beach when we figure out the %.
- Discussion/Action on fundraiser. Board discussions ensued regarding marketing/fundraising and Drew's absence at board meetings and board retreats. Melinda asked Jeremy to touch base with him. The board feels like we have everything in place for him to move forward. Brian needs help ASAP with the ticket fundraiser and could use Drew's help.

Building Updates

- New trailer has to be built. Instead of \$900/month it will cost \$1,660/month. Steve also briefly updated the board on his conversations with our benefactor regarding our current lease payments with the main building.
- Lower Elementary new floors have been installed
- Student bathroom remodeling completed.
- Touch up painting will occur in July throughout whole building
- Exterior wall replacement by side door server room happening 7/17

Personnel

- See contract recommendation list attached.
- Staff resignation

Budget

Board discussions ensued regarding the budget. Steve was very impressed that Brian could cover the deficit with the leftover reserves from last year, which also helps cover salaries should the state money arrive late.

Elections:

Terms for Jill, Melinda and Renae have expired and their seats are up for board re-election. The board moved to white slate and re-elected the three board members for a three-year term. All 3 board members were approved

unanimously by the board.

Officers:

Melinda has committed through next year. Officer positions were offered to current board members. Everyone moved to white slate the officers as is, approved unanimously by the board.

Executive Committee:

EC

Given in conjunction with Academic Report.

Grant Committee:

No new updates.

Finance Committee:

Financial report was given in conjunction with the HOS Report.

Development/Fundraising Committee:

IT:

No new updates.

LUNCH PROGRAM

No new updates.

After School Specials:

No new updates

HR/Policies and Procedures:

Melinda has brought Stephanie back on the board to exclusively help with reviewing and writing our policies and procedures. Brian will need her help with putting staff handbooks together. Christina has some suggestions for the Parent handbooks when Stephanie gets to that point.

OLD BUSINESS/NEW BUSINESS:

Christina asked the board if there were any other board fundraisers planned for the year besides the ticket sales and the dragon boat race so we can put them on the school calendar and coordinate with the FSA. Currently, these are the only fundraisers being considered by the board.

Melinda motioned to go into closed session, second by Steve. Board went into closed session 8:52pm.

Board came out of closed session and Melinda motioned we offer contracts to the following:

- Deanna Deibel – 50% Spanish Charter School only
- Mary Carmen – TA children’s school (Carmen’s classroom)
- Meaghan Butler – TA children’s school (Meghan’s classroom)
- Gillian Carney – TA children’s school (Natasha’s classroom)
- Lisa Ramsey – TA lower elementary (Melissa’s classroom)
- Elizabeth Quirk– move to 25% increase to 100% as EC Teacher at Children’s School

The board approved all of the contracts unanimously.

The board accepted the resignation of Ms. Kelly Henrikson – upper elementary teacher. Brian is interviewing for the position this week.

Meeting adjourned at 9:29pm.

REMINDERS:

- **Next board meeting is Wednesday, August 26th, 2015, at the Charter School**
- **All committee reports are due by Friday, August 21st, 2015.**