

**ISLAND MONTESSORI CHARTER SCHOOL
BOARD OF DIRECTOR'S MEETING MINUTES
07.17.13**

In attendance: Melinda, Christina, Kemmy, Jeremy, Brian, Steve, Stephanie, Jill and Jennifer
Absent: Michael

There were no visitors in attendance.

Island Montessori Charter School Meeting was called to order at 7:11pm by Melinda.

Previous Minutes:

A motion to approve the previous minutes and closed session minutes was given by Jill, seconded by Steve, and approved unanimously by the board.

2 minute Visitor Comments:

None.

Head of School Report:

New Hires:

- Jennifer Friend – TA and Children's School Director
- Allison Depomeis – TA (part time PE teacher moving to TA position)
- Melony Connor- Part Time Art teacher

Jill motioned to approve the new hires, second by Stephanie. Approved unanimously by the board.

Employee Handbook:

Brian is also going to add an Internet usage policy to the handbook, which he will bring to the next meeting. Kemmy motioned for approval, seconded by Jill, approved unanimously.

Policies:

- Background Checks - Only thing left is to submit to the Finance and Budget Department of DPI. Melinda motioned for approval, second by Jill, approved unanimously.

Draft Budget:

Brian presented the draft budget for approval. Discussions ensued regarding a student's need for a full-time nurse and how that affects the budget line items for staff. Steve motioned to approve the budget as is, giving authority to Brian to move the line item contingency from "specials" to "nurse", if necessary. Seconded by Kemmy, approved unanimously.

Professional Development:

Brian is sending Yvonne Sacewicz and Eleanor Rankin to a state mandated training to become a mentor for teachers. Every new teacher (beginning out of college) is required to have one. We are paying for mileage and one night hotel room out of professional development line.

Brittany Ivey will be going back up to Raleigh for more Powerschool Training August 12th – 15th . She will be entering student records during these 4 days into the state system. Mileage and \$30/day for food will be paid out of professional development line.

Brittany and Brian will be attending ISIS Training (the financing/money handling program the state mandates us to use) on August 2nd in Wilmington. Costs \$400 to be paid out of professional development line.

Lisa Swinson, our DPI Charter School Consultant will be making a site visit on August 23rd (I pushed it as late as I possibly could).

Other items: The after school lease agreement is still not approved by our landlord. Brian needs an approval so we can get back to the martial arts academy.

Facilities Committee:

Steve presented the project update in addition to his weekly email updates. Inside is coming along nicely and the outside ran into some rain, naturally putting them behind. He also updated on the water line issues going on with the wiring that was discovered once the ditch was dug. Paint starts tomorrow and carpet goes in next week. Still aiming for CO at the end of the month. Jill made a few phone calls and got us some discounts on a few items.

Executive Committee:

Melinda mentioned the EC is meeting tomorrow at 1:00pm and is working on completing the governance policies for the BOD. General discussion ensued over board member procedures and policy. Board member training sessions sign-ups have been filled except for a few.

Marketing/ HR Committee:

Jeremy asked for some materials for the website and FaceBook (YouTube) that gives parents a glimpse of a day in the life on a Montessori classroom. Brian said he will get a press release out to the news outlets for Saturday.

Academic Committee:

Jennifer reported no official meeting but she has been meeting with teachers so they are ready for August. The committee plans to meet next week and will also include the assistant teachers.

Finance Committee:

Kemmy distributed an accounting report to the board and shared the expenses to date. Kemmy also asked that Brian be added to the checking account and authorize him to get a credit card in his name. Kemmy motioned for board approval, seconded by Melinda. Brian requested and amended the motion that Brittany Ivey also be added to the bank account for signature purposes. The board agreed two signatures are required for any checks over \$2,500. Board approved the motion, with the amendments, unanimously.

Development/Fundraising Committee:

Work session is planned for this weekend. There have been donations coming in from parents.

Dragon Boat Race is slated for October 25th & 26th and IMS plans to participate and raise funds.

IT:

Jeremy is meeting at the school tomorrow. Once the trench is done we will have internet and phone.

OLD BUSINESS/NEW BUSINESS:

Christina reported that Surfrider has agreed to donate tote bags to the charter school for FREE!

The board also discussed shirts for the board. Brian asked that anyone who brings him a shirt and \$10 he will have shirts made.

Motion to adjourn the meeting by Jeremy, seconded by Kemmy. Meeting was adjourned at 8:28p.m.

The next CHARTER SCHOOL meeting will be Wednesday, August 7th, at 6:30pm.

Future meeting dates: August 21st