

**ISLAND MONTESSORI CHARTER SCHOOL  
BOARD OF DIRECTOR'S MEETING MINUTES  
08.07.13**

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

Absent: Jill, Steve, and Kemmy

There were no visitors in attendance.

Island Montessori Charter School Meeting was called to order at 7:05pm by Melinda.

**Previous Minutes:**

A motion to approve the previous minutes was given by Jeremy, seconded by Steph, and approved unanimously by the board.

**2 minute Visitor Comments:**

None.

**Head of School Report:**

*Employee Handbook:*

Stephanie motioned for approval of the handbook, second by Jeremy, approved unanimously. Discussions ensued regarding distribution of the handbook to parents.

*ISIS Training:*

Brian and Brittany went to ISIS training and decided they needed an accountant present. Kemmy and Brittany are attending on Friday. Brian thinks we are going to have our money by mid next week.

*Teachers:*

Teachers were in here for the first time and Brian said they had a really good dynamic. Training continues through next week.

*Furniture & Supplies:*

Most of the furniture and supplies have been ordered and will be coming in the next week or so, total spent ~ \$60k.

*Other:*

Brittany Ivey has started full time. She has taken on a huge roll and Brian appreciates all her hard work.

Brian will be out of the office until Wednesday Aug 14<sup>th</sup>.

There are 4 remaining spots in 5<sup>th</sup> grade. Brian would like to add the 4<sup>th</sup> graders who are on the waitlist to that class.

Brian presented a board resolution regarding Payroll and Health Insurance. He has chosen the NC 457B.

Melinda motioned to approve the resolution, second by Michael, approved unanimously.

**Facilities Committee:**

Steve sent out an email with the current status of the CO. There are a few outstanding items that we are waiting on. Our goal is to have everything done by next Friday.

**Executive Committee:**

Met a few times since that last meeting and are working on a few documents to present at the next board meeting.

**Marketing/ HR Committee:**

Stephanie wrote a press release for the ribbon

**Academic Committee:**

No update since last meeting.

**Finance Committee:**

Kemmy sent an email with the IMS checking account summary.

**Development/Fundraising Committee:**

Steph presented an update on the parent volunteers and dividing up grants as they come in.

**IT:**

Jeremy said we have run into a few issues with AT&T but things are moving along with the phone system installation. Brian reminded Jeremy that we need Internet in place before school starts. Jeremy will handle if the current line doesn't get installed before then.

*Open House:*

August 26<sup>th</sup> is our Ribbon Cutting Ceremony/Open House at 5:30pm Melinda has made board assignments for the event & distributed them to board members. Board also discussed who we should invite. Jeremy will work on invites. Christina mentioned Island Wellness has offered to do beverages for open house. Jeremy will contact Tidal Creek about food. Melinda also mentioned a board member get together after school starts.

**OLD BUSINESS/NEW BUSINESS:**

Dragon Boat Race is slated for late October.

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

**The next CHARTER SCHOOL meeting will be Monday, August 19th, at 7:00pm.**