

IMA, Inc. Board Meeting Minutes

Date: 02/28/2019

Time: 5:30 pm

Location: Isthmus Montessori Academy Public, Ms. Melissa's Classroom

Start Time: 5:30pm

Minutes Recorder: Carrie Marlette

Item	Discussion & Decision Items
Call To Order	<ul style="list-style-type: none">● Heads of School Welcome<ul style="list-style-type: none">○ Member introductions.● Roll Call<ul style="list-style-type: none">○ Members Present: Ingrid, Oscar, Jessi, Carrie, Melissa○ Members Absent: Troy
Review/Approve Minutes	<ul style="list-style-type: none">● Melissa pointed out the correction of the members as incorrect from the previous minutes. (Guy Mueller no longer serves on the board as of April, 2018.)● All approved with correction.
Present Bylaw amendments and procedure for approval	<ul style="list-style-type: none">● Brian Potts from Perkins Coie introduces the drafted by-laws to the board and explains the process for the changes in accordance with the original by-laws.● Purpose of by-law amendments in response to HOS request to more efficiently separate financials and to delineate responsibilities of the public portion and governance.● CAC formed by group of families for transition to new building and to opening as a public school.● Governance Council elected by community composed of a student, families, guides, administrator, community members, and HOS as advisory.● IMA to be created, and IMA, Inc. as responsible.● DPI curious but left decision to IMA. OEO wanting clarification on responsibilities but ultimately contracted with IMA, Inc.

	<ul style="list-style-type: none"> ● Ingrid asked about Head of School concerns to maintain fidelity to AMI-Montessori. Melissa wants us to be sure that we practice the AMI-Montessori Method with pure and true practices. The IMA, Inc. Board believes this to be the highest priority as well. ● Oscar made a motion to adopt the newly-written by-laws. Jessica seconded the motion. The board voted in favor of the motion unanimously. ● We discussed the creation of the IMAP Corporation. Oscar moved to approve this incorporation. Jessica seconded the motion. The IMA, Inc. board voted unanimously to approve the resolution approving the creation of the IMAP incorporation.
<p>Enrollment & Lottery Update</p>	<ul style="list-style-type: none"> ● HOS ● IMAP enrollment window is complete. There is a waitlist at each grade level except 7th and 9th grade after the enrollment window closed. ● Additional information sent to families who are choosing to enroll, providing differentiation of Montessori Method as well as offering pairing with experienced families. ● IMA re-enrollment is complete with full classes. ● 5 three year olds and 22 4k and 5k in each Primary Class.
<p>Strategic Plan & Budget</p>	<ul style="list-style-type: none"> ● HOS ● The Strategic Plan has been drawn up by the Governance Council. Copies of the Strategic Plan were shared with IMA, Inc. board directors. ● Heads of school shared information about the International Baccalaureate diploma program for the IMAP high school students. Melissa, Carrie and Tim have completed the first tier of IB training for administrators. Melissa and Carrie explained a bit about the costs and the mechanics to set up the IB high school. We talked about the IB classes that our 9th and 10th graders can begin taking in preparation. We have continued to have a lot of interest in the school.

	<ul style="list-style-type: none">● Ingrid and Jessica asked about the course of the school year. Melissa reviewed the information that was sent to families whose children became enrolled in IMAP.● The board looked at the IMA, Inc. budget and the IMAP budget. The conversation turned to staffing costs and changes in staffing to answer the needs of our students. We now have an accountant to separate IMA and IMAP costs. There are costs shared between both parts of the school. IMAP has found an accounting firm to do our auditing. Board directors reviewed our facility costs. We also discussed the paperwork involved for grant funds.● Melissa attended the federal funding conference for schools.● Space needs are near future needs: science labs, theater, larger gymnasium space, more HS class space, and possibly a pool.● We are looking into space we can use at the East Madison Community Center. This can be space for the IMAP high school as well as gymnasium space.● We discuss main goal for IMA, Inc. to buy the building to reduce lease costs, and discuss developing a plan to accomplish this in 1-3 years.● We talked about the OEO correction plan. Heads of school adopted a plan for each department, most importantly the principal and special education staff, to turn in a progress report every Tuesday
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The meeting adjourned at 7:30 pm. Minutes submitted by Carrie Marlette.