



**Elm City Montessori School
Board of Trustees Meeting Minutes
15 November 2017**

Attendees: Mira Debs, Eliza Halsey, Keith Krolak, Fernando Muniz, Mike Nast, and Julia Webb. Alayna Stone and David Low joined by phone.

Meeting was called to order at 5:45 pm.

I. October Meeting Minutes

- The board approved the October Meeting minutes

II. Principal Updates

- School Improvement Plan
 - ECMS Vision for Growth
 - Schools in Reading initiative
 - Staff Attendance Goal: 93%
 - Removals from classrooms: There have been as many as 40 removals of disorderly students from classrooms per week
 - Initiatives
 - Classroom Observations
 - Biweekly Attendance
 - The position of social worker has not been filled. There is a candidate who has applied for the position but the New Haven Board of Education has yet to provide approval
- November staff retreat
 - November Retreat faculty survey feedback was reviewed by the Principal
 - A majority of the feedback is positive
 - Room for improvement has been identified in key areas. The administration is working with faculty and staff to accomplish mutual goals for ECMS
 - ECMS Board support for staff was discussed

III. Executive Director Updates:

- Review updated operations position and proposed budget revision
 - Title I funding for ECMS has increased to \$67,638.
 - ED is recommending that an more senior operations position be added to the ECMS staff
 - ED recommended a salary increase for Finance/Ops person from the current \$38,116,000/year to an amount of \$75,000/year that would be commensurate with experience
- Upcoming grant proposals
 - Continuation of Graustein Inspiring Equity grant
 - Title I, II and IV proposals to be submitted

IV. Committee Updates

- **Governance**
 - Bylaws have been revised and are ready for review and approval by the board.
 - Board recruitment – two candidates expressed interest but there has not been any further action

- Potential Board training in December
 - Discussion on CABA as to its relevance to ECMS board training
 - It was suggested that the ECMS board should decide what it wants to accomplish and for board members to seek appropriate training
- Meeting on charter compliance to be scheduled with charter colleagues
- Capital Planning
 - We are working to set up a meeting with Dr. Mayo regarding the Blake St property; will need to be thoughtful about engaging new superintendent
 - Blake Street is potentially available for use as a school facility but would need to be leased from the owner to start
 - Important not to be too far ahead of NHPS in this planning
 - Discussion about how to approach State officials relative to funding for a new space for ECMS
 - Should have site in place before starting conversation
 - Consider writing to state to let them know what we ECMS planning to accommodate growth in student population
 - Bonding cap will present challenges – If State Department of Education is aware of definitive ECMS needs, it might earmark appropriate funds before they disappear
 - Recommendation to seek the proper state official to champion the ECMS cause
 - ED will reach out to Sue Weisselberg regarding the most appropriate way to pursue state bonding funds
 - Members of Capital Planning Committee will meet with the Blake Street real estate agent in the upcoming weeks to review the facility

V. Action Items

- 1) The board elected to review the revised bylaws in the upcoming weeks and to hold a vote via email regarding approval of the revisions.
- 2) The board voted in favor of a budget revision to increase the salary of the operations position to \$75,000/year

EXECUTIVE SESSION

The Board went into executive session regarding a recent teacher transition.

Meeting adjourned at 7:07PM

End of Meeting Minutes