



**Elm City Montessori School
Board of Trustees Meeting Minutes
20 December 2017**

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

Meeting was called to order at 5:45 pm.

I. November Meeting Minutes

- 1) The board approved the November Meeting minutes

II. Principal Updates

- 1) School Improvement Plan draft has been completed
- 2) The New Haven Board of Education has approved the hiring of a social worker for ECMS. As of December 2017, Jennifer Langlois has been the acting social worker.
- 3) A certified teacher has resigned from the Sassafras room of ECMS.
- 4) A notice for the vacant teaching assistant position has been posted.
- 5) The positions of family partnership and operations are being combined. Che Dawson will assume the new position and will report to the Principal.
- 6) The Executive Director will no longer be directly responsible for ECMS operations. This will allow the E.D. to focus on external relations, fundraising, capital planning and organizational strategic planning..
- 7) The school dismissal time will be changed from 4PM to 3:45 PM for the 2018-19 school year.
- 8) The Open Choice program was discussed. The Principal presented the following for the school year of 2018-2019:
 - a) Open Choice seats for siblings of current ECMS students
 - b) A cap on the total number of seats needs to be determined
 - c) Current Open Choice families at ECMS have had a positive influence on ECMS
 - d) There continues to be a strong demand from New Haven families – especially for pre-kindergarten seats.

III. Executive Director Updates:

- 1) ECMS budget update was presented
- 2) Executive Director requested board approval for submission of Title I, II, and IV grants for a total of \$86,318.
- 3) ECMS has received a \$70,000 Graustein Inspiring Equity grant to support its Anti-Bias, Anti-Racism work in 2018.
- 4) Student Enrollment
 - a) Overall enrollment projections for next school year (2018-19) have been reduced to 190 total students.
 - b) Recommendation to not add a 5th primary classroom to ECMS for next school year (2018-19).

IV. Committee Updates

- 1) Governance
 - a) Bylaws have been revised and are ready for review and approval by the board.
 - b) Board recruitment – the Executive Director continues to reach out to potential candidates.
 - c) A board training session will be offered by CAFE in the spring.

- d) It was reiterated that Connecticut state law requires board training for all board members within two years of becoming a board member.

2) Capital Planning

- a) Discussions are continuing regarding the Blake Street property for relocation of ECMS
 - i) The existing facility is available immediately.
 - ii) There is adequate room for the ECMS to grow.
- b) In order to facilitate the state bonding process, an available potential property is required for submittal to the state.
- c) Timing of how and when to communicate a physical move for ECMS to the ECMS staff will need to be carefully considered.

3) Finance

- a) The ECMS continues to operate within the board-approved budget.
- b) The State of Connecticut has historically been reliable with allocated funding for the ECMS.
- c) The first NHPS payment of per pupil funding was received later than outlined in the ECMS-NHPS MOU. ECMS leadership is working closely with NHPS monitor financials and timely per pupil payments.

V. Action Items

- 1) The board voted to approve the revised bylaws
- 2) The board approved the applications for Title 1,2 and 4 grants
- 3) The board voted in favor of opening Open Choice seats for siblings of current ECMS for the 2018-19 Academic Year. The board will revisit Open Choice enrollment policies on a yearly basis.
- 4) The board voted in favor of changing the ECMS student dismissal time to 3:30 or 3:45PM for the 2018-19 Academic Year— to be finalized in collaboration with NHPS.
- 5) Beginning in 2018, board meetings will be held on the first Thursday of the month at 5:30PM. The next board meeting will occur on 1 February 2018.

Meeting adjourned at 7:07PM

End of Meeting Minutes