



**Elm City Montessori School  
Board of Trustees Meeting Minutes  
7 November 2019**

Attendees: Mira Debs, Adriana Joseph, Jose Cuapio, Keith Krolak, Eliza Halsey, Susan Clark, Haci Catalbasoglu. Alayna Stone, Julia Webb, and Dave Low joined by phone.

Meeting was called to order at 5:38 pm

**I. Meeting Minutes**

- A. The September 2019 meeting minutes were unanimously approved.

**II. Public Participation**

- B. No members of the public attended.

**III. Executive Director Report**

A. Finances

- 1) ECMS monthly expenditures are on target
- 2) ECMS has not yet received the second quarterly payment from NHPS due 15 September
- 3) ECMS was invited to the second round grant application for Graustein Memorial Fund to advance ABAR work at ECMS..
- 4) Henry, Raymond, Thompson is conducting this year's audit. The audit is due to the CSDE by December 31st.

B. Operations

- 1) Laundry machines have been installed in industrial kitchen.
- 2) Ongoing roof leaks have been flagged for Landlord. Landlord is working to repair roof damage from large tree that fell across Valley St on November 1st.
- 3) The entire ECMS is now in the Blake Street location and has vastly improved the internal operations of the school
- 4) Director of Operations & Family Partnership resigned as of October 18th. New Operations Coordinator began on October 28th. Executive Director is now managing the Operations Team.

C. Community and External Relations

- 1) Family classroom observations and in-classroom volunteering began in October.
- 2) New Magnet Resource Teacher, Dave Weinreb, is working with our Yale Public School Intern, Courtney Nunley, and is coordinating program collaboration with a range of local partners.
- 3) Executive Director remains on the Advisory Board of NHChILD and on the Early Childhood Council attending regular meetings on behalf of ECMS.

D. Student Recruitment/Enrollment

- 1) NHPS recruitment planning is under way. The ECMS Magnet Resource Teacher, will be coordinating recruitment this year with support from the Executive Director. Recruitment priorities include outreach to the West Rock neighborhood and to Latinx families and collaborating with community partners

**IV. Strategic Planning Process**

- A. Alex Landing was introduced to the Board. Alex will be leading the Board Retreat scheduled for 16 November 2019
- B. Alex outlined the retreat agenda for developing a long-term strategic planning process for ECMS and discussed some of the key principles to be reviewed

**V. Core Priority Areas for Review**

- A. The following process documents were reviewed with the Board as tools to aid the core review process
  - 1) ECMS Board of Directors Retreat November 16th, 2019 Agenda
  - 2) ECMS Strategic Planning Process – Overview
  - 3) Elm City Montessori School Background Information
  - 4) ECMS 5-Year Facilities Plan Overview
  - 5) State vs Local Charter Model Comparison
- B. It was suggested that having a Montessori for Social Justice Conference at ECMS or New Haven to advance the work of Montessori-based education.
- C. Discussion occurred around engaging potential local partners on the University level such as SCSU or Albertas Magnus for potential graduate programs in Montessori education.
- D. Goal: provide programs that provide Montessori training and certification but also represent the diversity of the community and have the orientation towards teaching in an ABAR manner.

#### **VI. Next Steps**

- A. Board retreat will take place on 16 November 2019 from 12PM to 4PM at the home of Susan Clark.
- B. The ECMS Strategic Planning Process Document will be revised prior to the retreat to reflect the comments and discussion from today's board meeting.

#### **VII. Executive Session**

Meeting adjourned at 7:03 PM

Meeting Minutes respectfully submitted by Keith Krolak.