

**Elm City Montessori School**

**Board of Trustees Meeting Minutes**

**2 January 2020**

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

Meeting was called to order at 5:38 pm

**I. Meeting Minutes**

1. The November 2019 meeting minutes were unanimously approved.

**II.**     **Public Participation**

1. There were no members of the public in attendance.

**III.**    **Principal Report**

1. Staffing
	1. Principal will return from maternity leave on 27 January.
	2. There are two staff members currently on maternity leave.
2. Curriculum and Learning
	1. Smarter Balance Assessment (SBA) Testing Results were presented
		* + 1. English Language Arts (ELA) and Math results are similar to SY 2017 results.
				2. Cohort Data for students in graduating class of 2023 show significant increase in proficiency in ELA and Math.
	2. Northwest Evaluation Association (NWEA) Map will be administered in fall, winter, and spring for 2019-2020 school year. Trend data with winter results will be shared at the next board meeting in March.
3. School Improvement Plan (SIP)
	1. Data collection, coaching, and intervention work with classrooms and individual students is ongoing and is supported by monthly professional learning sessions around the priority areas of Social-Emotional Learning (SEL), academic growth, and Anti-bias Antiracist (ABAR) work.
	2. SIP midyear date will be reviewed with ECMS staff in February and will be shared with the board at the March meeting.
4. Strategic Planning: Planning Middle School/Erdkinder
	1. Visits to schools featuring Erdkinder programs will begin in January.
	2. ECMS family discussions regarding Erdkinder will begin in January/February.

**IV.**    **Executive Director Report**

1. Finances
	1. ECMS monthly expenditures are on target
	2. ECMS received the second quarterly payment from NHPS in December 2019(due 15 September 2019)
	3. ECMS received in December 2019 a $75,000 grant from the Graustein Memorial Fund to advance ABAR work at ECMS..
	4. Henry, Raymond, Thompson conducted an annual audit and was submitted to the CSDE in December 2019.
2. Operations
	1. Blake St. facilities: There have been ongoing roof leaks throughout the building. Property Manager/Landlord has been largely responsive to issues, though primarily with short-term fixes (patching roof, replacing tiles). Roof damage from large tree that fell across Valley St did not cause structural damage. Cosmetic work to repair the ceiling is still not complete and ECMS is awaiting the repair of gutters at several entrances.
	2. Renovations: Architect, Andrei Harwell, will visit ECMS on January 3rd to discuss plans to create one shared entrance for Primary/Elementary and to renovate three classrooms for a new Upper Elementary wing. The Library Committee expects to begin work on the new library early in this new year with guidance from two ECMS parents on the committee: Elijah Huge (architect) and Allie Bruch (interior designer). Director of Operations & Family Partnership resigned in October 2019. New Operations Coordinator began on 28 October 2019. Executive Director is currently managing the Operations Team.
	3. Contracts: The Governance Committee has approved a contract with Alex Lunding for phase II strategic planning work from January to July 2020. The proposal has been submitted to the Finance Committee for final approval.
3. Community and External Relations
	1. Board Development: Dr. Tamiko Jackson-McArthur will join ECMS board meetings beginning in January 2020. Michael Van Leesten (Hopkins math teacher & Pathfinder Director with a finance/ development background) visited ECMS in December to discuss joining the ECMS board.
	2. Visitors: In November/December, ECMS had 11 visitors from community partners (including Alder Richard Furlow) and 6 funders/potential funders.
	3. Volunteers: Magnet Resource Teacher, Dave Weinreb, has classroom support from six regular volunteers.

**V.**    **Strategic Planning**

1. Revised core strategic planning areas were discussed
	1. Planning documents have been sent to each planning committee
	2. Goal to set up a meeting with each work group by the end of January 2020
2. Work group updates
3. Alex Lunding contract extension was reviewed

Meeting adjourned at 6:48 PM

END OF MEETING NOTES

Meeting Minutes respectfully submitted by Keith Krolak.