

**Elm City Montessori School**

**Board of Trustees Meeting Minutes**

**2 January 2020**

Attendees: Fernando Muniz, Michael Van Leesten, Jose Cuapio, Julia Webb (exited the meeting at 6:30 PM), Keith Krolak, Haci Catalbasoglu, Eliza Halsey, Susan Clark. Dave Low and Alayna Stone joined by phone.

Meeting was called to order at 5:41 pm

**I. Meeting Minutes**

1. The January 2020 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 has returned from maternity leave as of late January, 2020.
   2. Two other staff members are currently on maternity leave. Substitute guides will facilitate the classrooms.
2. Safe and Productive Classrooms
   1. Removals from classrooms were recorded art 14/week in January and 11/week in February
   2. There was on out of school suspension in January.
3. Academic Growth
   1. ECMS NWEA Math Performance test results were presented.
   2. ECMS NWEA Reading Performance test results were presented.
   3. NWEA testing results are sent to the State of Connecticut three time per year.
   4. School Improvement Plan (SIP) data was presented. Percentages of student proficiency in reading and math have mostly declined in comparison to the figures recorded in fall of 2019.
   5. There is work to be done to reconcile some of the record keeping practices with actual student performance.
   6. More demographic data will be included in future updates to the board.
   7. More focus will be directed to preparation for standardized testing within the classrooms while preserving the essence of the Montessori teaching methods.
4. Strategic Planning
   1. First working meeting will take place before the end of March.
   2. Visits to other erdkinder school programs have begun.

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

1. Finances
   1. ECMS monthly expenditures are on target
   2. ECMS is awaiting quarterly payment number three from NHPS which was due in January 2020
   3. Henry, Raymond, Thompson conducted an annual audit. Copies are available to board members for review.
2. Operations
   1. Blake Street facilities: Temporary cosmetic work to repair the roof/ceiling damaged from large tree that fell across Valley St. is complete. Additional repairs to the roof/ceiling will be complete over April break and/or summer. ECMS playgrounds have four broken fence panels that are a student safety issue and should be replaced.
   2. Renovations Architect, Andrei Harwell, has begun design work on a new shared entrance for Primary/Elementary and the three classrooms in the new Upper Elementary wing. He plans to share drawings by mid-March. The Library designs are complete and ECMS is seeking bids for the work.
   3. Contracts: ECMS has retained architect Andrei Harwell from February to July 2020 to complete renovation designs for the new Upper Elementary classrooms and shared entrance.
3. Community and External Relations
   1. Board Development: Dr. Tamiko Jackson-McArthur and Michael Van Leesten attended a new board member orientation with Executive Director and Governance Committee members, Alayna Stone and Haci Catalbasoglu, on February 26th.
   2. Visitors: In January/February, we had 20 visitors from community partners and six funders/potential funders. Magnet Resource Teacher, Dave Weinreb, coordinates seven regular volunteers supporting in classrooms.
   3. Recruitment: ECMS received more than 600 student applications for 2020-21 by February 27th and expects that additional applications were submitted by the March 2nd deadline. ECMS held four open houses for prospective families and attended the NHPS School Choice Expo on February 1st. ECMS has engaged 19 community partners to support recruitment efforts. A team of volunteers has gone door to door in the West Rock neighborhood to engage approximately 50 residents and to distribute more than 200 applications to homes on/around Valley Street.

**V.**    **Committee Updates**

1. Governance Committee:
   1. Currently considering training videos for charter school board training.
   2. Goal would be to provide as much flexibility as possible for board members to fulfill state requirements with minimal personal impact.
2. Facilities Planning Committee:
   1. Work continues on the lease vs buy option as the best course for future expansion of ECMS.
3. Infant Toddler Committee:
   1. Will make a recommendation whether or not to expand ECMS with an infant/toddler program.
   2. First meeting has indicated a significant amount of interest in providing an infant/toddler program.
4. ABAR Committee:
   1. Currently pulling together other community partners to join in the ABAR work
   2. Committee has not had its first meeting yet. Goal is to have the first meeting by end of March.
   3. Work continues to assess the facilitation of Affinity Groups within the context of the school community.

Meeting adjourned at 7:08 PM

END OF MEETING NOTES

Meeting Minutes respectfully submitted by Keith Krolak.