****

**Elm City Montessori School**

**Board of Trustees Meeting Minutes**

**7 May 2020**

Attendees: Fernando Muniz, Michael Van Leesten, Jose Cuapio, Julia Webb Keith Krolak, Haci Catalbasoglu, Eliza Halsey, Susan Clark. Dave Low and Alayna Stone

Meeting was called to order at 5:35 pm

**I. Meeting Minutes**

1. The March 2020 meeting minutes were unanimously approved.

**II.**     **Public Participation**

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

**III.**    **Principal Report**

1. Staffing recruitment
   1. one Upper Elementary assistant is leaving.
   2. A recruitment event was held on May 5th for current staff interested in Montessorian of Color Pathways
   3. A recruitment event will be held for newcomers on May 13th
2. Curriculum and Learning: Distance Learning
   1. Printed packets for distance learning will be available for pickup at school
   2. Use of Lexia and IXL as computer-based learning devices are being used
   3. Presentations: Live and Video Lessons occur daily
   4. Graphic Data was presented to show current online learning data
3. Creativity and Social Emotional Learning (SEL)
   1. Facebook and Instagram are being used to host consistent experiences and touch points for families and children
   2. Each Day, staff records and shares:
      1. Read Aloud
      2. Question of the Day
      3. Breathing Work
   3. It was suggested that the data should be shared with the National Center for Montessori in the Public Sector to assist other public Montessori schools.
4. Planning for fall and return to ECMS
   1. Blended Learning Plan draft by 30 May
   2. Operations, Academics, SEL: Equity and Resources, Family Communication and Partnership
5. Feedback from families: A link has been established to provide feedback on the work of ECMS teaching staff. Feedback has been very positive.
6. Strategic Planning for Middle School/Erdkinder is ongoing.
   1. May Work Group Meeting: Planning for Vision
   2. Internal Group: Writing the Vision
   3. Following Meetings will occur in the upcoming weeks:
      1. Feedback from Stakeholders
      2. Program Planning
      3. Operations and Staffing

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

1. Finances
   1. ECMS monthly expenditures are on target
   2. ECMS has adequate cash on hand
   3. Awaiting the final district payment
   4. The Great Give was successful. ECMS exceeded its adjusted financial goal.
2. Operations
   1. Blake Street facilities: Additional repairs from large tree that damaged a classroom roof/ceiling have begun and are scheduled to be completed by May 20th. 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’s renovation drawings for the new entrance and three new Upper Elementary classrooms have been approved by the Landlords. The RFP has been posted. Proposals are due May 15th. Demolition work is expected to begin by May 25th.
   3. Contracts: The goal for phase III renovations is to hire a general contractor to oversee the entire project rather than managing individual trades as we did in our phase I and II renovations. ECMS will request the board’s formal approval of the contract via email once a contractor has been selected from those who bid.
3. Community and External Relations
   1. School closure organizing: A core group of staff is leading efforts to connect families with a range of resources, including technology/internet access, food, mental health services and others. The group has also posted community resources on the ECMS website at http://elmcitymontessori.org/family-resources/.
   2. Recruitment: ECMS received 766 student applications for 2020-21 from New Haven residents (see below) and 74 Open Choice applications for 44 open seats. ECMS held four open houses for prospective families, participated in the NHPS School Choice Expo, engaged 19 community partners to support recruitment efforts, and distributed more than 200 applications to homes on/around Valley Street. ECMS held a virtual information session on April 27th for families of accepted students, who have until May 15th to register.
   3. Demographic of the current student population was presented.
4. ECMS draft budget for the next school year was presented:
   1. ECMS will have a total enrollment of 266 Students in the fall session of 2020
   2. One upper elementary class will be added next year
   3. A Physical Education teacher was hired for a full-time next year
   4. Security System from district was not included last year. The system will be included this year.
   5. ECMS side highlights include:
      1. Per capita amount is higher than anticipated.
      2. Additional staff next year.
      3. SEL coordinator.
      4. ABAR Director – Full time role now in budget.
      5. Part time staff budget was increased to avoid overspending.
      6. New classroom materials have been included.
   6. The Board has reviewed the draft budget.

**V.**    **Committee Updates**

1. Facilities Planning Committee:
   1. Work continues on the lease vs buy option as the best course for future expansion of ECMS.
2. Infant Toddler Committee:
   1. Still planning the meeting
   2. First meeting has indicated a significant amount of interest in providing an infant/toddler program.
3. ABAR Committee:
   1. Path and Core groups have paused to accommodate some internal reflection.
   2. Before bringing in the new director, the group has been creating a path forward to create partnerships with programs that can help provide support and certification.
   3. Focus of the group is less on general brainstorming of ideas and is now more on thinking about who are the potential partnerships for the certification program.

Meeting adjourned at 6:50 PM

END OF MEETING NOTES

Meeting Minutes respectfully submitted by Keith Krolak.