



Elm City Montessori School
Board of Trustees Meeting Minutes
November 4, 2021

Attendees: Eliza Halsey, Amelia Sherwood, Michael Van Leesten, Alayna Stone, Fernando Muniz, Eli Sabin, Jose Cuapio, Julia Webb, Keith Krolak, Mira Debs, Susan Clark, Tamiko McArthur

Meeting was called to order at 5:34 pm

I. Meeting Minutes

- A. The July and September 2021 meeting minutes were unanimously approved.

II. Public Participation

- A. No members of the public were present.

III. Principal's Report

A. Staffing

1. Open Positions:

- a. SEL Coordinator: Candidate ready for hire
- b. Assistant Position

2. Attendance has been an issue, largely due to COVID regulations. We are working on the following strategies:

- a. Hired building swing/sub
- b. Recruitment of more substitute teachers
- c. Critical conversation in November focused on staff wellbeing and institutional strategies for supporting attendance and coverage

B. Building Teams and Leadership

1. [Coaching Plan 2021-2022](#):

- a. Biweekly coaching cycles of observations and meetings successfully implemented
- b. Goal Setting in process with all school based staff
- c. Goals aligned with School Improvement Plan priority areas (ABAR, SEL, Academics)

C. School Improvement Planning & Goal Setting

1. [School Improvement Planning](#) (SIP):

- i. School team has drafted goals for our SIP and set individual goals for the year aligned to the SIP
- ii. November: Board Review
- iii. January: Progress Monitoring of Data

D. Academic Data: [NWEA Map](#)

E. Discussion around gaps in test score between students of color and white students

IV. ABAR Director's Report

- A. Personal and professional development

- B. Organizational culture and climate
- C. Organizational systems and structures
- D. Discussion around teacher, assistant, and aid pay

V. Executive Director's Report

A. Finances/Fundraising

- a. Finances
 - i. Average monthly expenditures for FY22 are \$188,746.79 for ECMS-managed funds
 - ii. \$310,889 in cash on hand as of October 31, 2021
- b. *NHPS/CSDE*: The NHPS-ECMS MOU was approved by the New Haven Board of Education on September 27, 2021. ECMS will receive a direct payment of \$1,664,766 in four installments due October 15th, November 15th, January 15th and April 15th. To date, ECMS has not received any direct funding from NHPS in FY22. ECMS has received two quarterly FY22 CSDE payments totaling \$402,000. The CSDE Annual Report was submitted October 22, 2021.
- c. *Grants/Fundraising*: Our Title I/II application for \$89,970 has been approved. This funding will support literacy and math intervention work.
- d. *PPRRSM (Provision for Plant Replacement, Renewal, and Special Maintenance Reserve)*: As discussed in the July board meeting, Finance Committee recommends establishing a Physical Plant Replacement, Repairs and Special Maintenance (PPRSM) Reserve with a minimum of \$250,000. The PPRSM line is included in the updated budget.

B. Facilities/Operations

- a. *Facilities*: ECMS closed on 495 Blake Street on October 26, 2021. The final purchase price was \$5,275,000. We aim to have quotes for window replacement, HVAC upgrades and roof repairs by January.
- b. *Enrollment*: As of October 1, ECMS enrolled 283 students enrolled for the 2021-22 school year. We learned after October 1 that NHPS Head Start was formally enrolling one of our students in its program, so only 282 students will be counted for this school year. We plan to revisit late enrollment policies and practices with NHPS in preparation for next year.

C. Community & External Relations

- a. *New Haven Parks and Recreation*: New Haven Parks & Recreation remains a supportive and responsive partner. The Director continues to support the development of our outdoor learning spaces and has prioritized maintenance of the parks land next to ECMS. Two additional old trees are scheduled for removal in the month of November.
- b. *National Alliance for Public Charter Schools*: Through our work with NHChILD, ECMS Executive Director has been asked to join the advisory board of the National Alliance for Public Charter Schools Community of Practice. The goal of the initiative is to improve access to effective early childhood education by establishing a Community of Practice to support and increase the number of charter schools implementing high-quality early childhood education practices and to create a forum and community for sharing information.

D. Overview of FY22 Budget, November 1

- a. Discussion regarding nurse at ECMS.
- b. Discussion regarding timeliness of payments from District.

VI. Committee Updates

- A. Capital Planning: Three-year extension with Friend's Center discussion.
- B. Finance: Funds are being set asides for reserve. More to come in January.

VII. Action Items

- A. Vote to amend ECMS bylaws to allow board members to serve three consecutive terms on the Board of Trustees

- a. Approved
- B. Vote to approve updated FY22 budget
 - a. Approved

Meeting adjourned at 7:00 PM

END OF MEETING NOTES

Meeting Minutes respectfully submitted by Hacibey Catalbasoglu.