



Elm City Montessori School
Board of Trustees Meeting Minutes
January 13, 2022

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

Meeting was called to order at 5:34 pm

I. Meeting Minutes

- A. The November 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. Swing Assistant Positions: 2 to replace staff, 1 new position based on need
- b. Building Substitute Position

2. Attendance has improved since October. January has presented new challenges (Omicron). We are working on hiring additional substitute teachers

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. Strengths

1. Staff Preparation for ABAR Montessori
2. SEL outcomes
3. Integration of Culturally Responsive Pedagogy and AntiBias Education Themes
4. Growth in readers who are currently below grade level

ii. Areas of growth

1. Continued support and growth in reading and math

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

IV. Executive Director's Report

A. Finances/Fundraising

- a. Finances:
 - i. Average monthly expenditures for FY22 are \$171,651.55 for ECMS-managed funds
 - ii. \$1,147,940 in cash on hand as of December 31, 2021
- b. NHPS/CSDE: To date, ECMS has received two quarterly FY22 payments from NHPS totaling \$832,383. ECMS has received three quarterly FY22 CSDE payments totaling \$602,250.
- c. Grants/Fundraising: We received a \$35,000 (unrestricted) donation from Bill Graustein. We are still awaiting final approval of our ARP ESSER grant.
- d. Annual Audit: Henry, Raymond & Thompson LLC completed its annual audit, including the EFS audit, on December 30, 2021. There were no fiscal issues identified in the audit.

B. Facilities/Operations

- a. Facilities: Architect Andrei Harwell completed building drawings for 495 Blake Street over winter break. The Capital Planning Committee will discuss the process/timeline for facilities master planning at its next committee meeting. We have engaged Mike Uhl from System Smart and Peter Ludwig from the CT Green Bank to plan for an energy audit of 495 Blake Street to inform our long-term facilities plans. Our goal is to complete an initial energy audit before June 2022.
- b. Staffing: Given additional responsibilities associated with the management of ECMS Facilities, we plan to hire a Facilities & Operations Manager as soon as possible. This position is included in the budget approved by the board in November 2021.
- c. Enrollment: ECMS has requested 325 seats for the 2022-2023 school year. NHPS has proposed a cap of 300 students. We are currently exploring the possibility of partnering with Head Start to add PreK seats in an effort to finalize plans for closer to 325 seats.

C. Community & External Relations

- a. National Alliance for Public Charter Schools: ECMS Executive Director will join the first advisory board of the National Alliance for Public Charter Schools Community of Practice on Friday, January 14, 2022. 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.

V. ABAR Director's Report

A. Full audit released

- a. Personal & Professional Development
- b. Organizational Culture & Structures and Climate
- c. Existing initiatives:
 - i. Professional Learning
 - ii. Organizational Culture & Climate
 - iii. Organizational Structure/Systems
- d. Long Term Goals
 - i. Community Partnerships
- e. This Year
 - i. Professional learning
 - ii. Organizational Culture & Climate
 - iii. Organizational Structures/Systems

VI. Committee Updates

- A. Capital Planning: Reviewing and tweaking building plan. Audit is available for board members.
- B. Governance: Onboarding new members.
- C. Ed. Accountability

VII. Action Items

- A. Vote to approve bonuses for assistants–Approved

Meeting adjourned at 6:39 PM

END OF MEETING NOTES

Meeting Minutes respectfully submitted by Hacibey Catalbasoglu.