



Elm City Montessori School  
Board of Trustees Meeting Minutes  
March 3, 2022

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

Meeting was called to order at 5:35 pm

**I. Meeting Minutes**

- A. The January 2022 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. SPED full time

2. Staff Attendance was 95.7% present in the month of February, with an average of 1.2 absences/day. We currently have no additional substitutes, absences are covered by coaching/principal. We are working on hiring additional substitute teachers.

3. Hiring

- a. Staff for this year: We are working on hiring for vacancies now. Interviewed candidates
- b. Staff for 2022-2023 School Year: We have revised job descriptions and are working on posting. Staff will receive survey next week about their plans to return for next school year. We will adjust postings as needed

B. Building Teams and Leadership

1. Coaching Plan 2021-2022: In the process of completing midyear evaluations and conferences with all staff. All staff have observation of their work in practice, data goals and review, and conference to discuss evaluation at mid point in the year.

C. School Improvement Planning (SIP): Gathering information for March data reflection and review

- a. Working on collecting March Data in Adult Preparation, Social Emotional Learning, and Academics.
  - i. Collecting staff and student self assessments
  - ii. Collecting Reading and Math Data for March

#### D. Academic Data and Next Steps:

- a. Kindergarten Reading: We are in the process of assessing our Kindergarteners for their reading proficiency. We have observed that some classrooms need additional attention and intervention to support
  - i. Completing DIBELS assessments for early reading and meeting with CSDE to discuss early reading and phonics K-12
  - ii. Providing additional interventions for Kindergarteners who are not yet at reading standard
- b. Math Intervention and Support: Our January data showed decreased proficiency in math in our elementary program. We are using the following strategies to increase math foundational skills and practice for elementary students.
  - i. Hired part time math intervention
  - ii. Ordering iReady Math program for all students not yet at grade level K-7
- c. Family/Home Connections: At our Educational Accountability Committee meeting, we discussed the need for increased partnership with families around academic achievement, specifically for students who are not yet at grade level. In March, we are working on the following:
  - i. Resending Lexia password/information to families
  - ii. Sending iReady password/information to families
  - iii. Working with Kindergarten guides on reading/math practice at home

### IV. Executive Director's Report

#### A. Finances/Fundraising

- a. Finances:
  - i. Average monthly expenditures for FY22 are \$166,749.32 for ECMS-managed funds
  - ii. \$1,032,691 in cash on hand as of January 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: The Great Give is May 4-5, 2022 and we are eager for the ECMS Board's support in this year's fundraising efforts. We plan to focus our Great Give 2022 fundraising efforts on support to our Montessorians of Color Pathways Program. We are still awaiting final approval of our ARP ESSER grant.
- d. FY23 Budget & MOU Process: The ECMS Finance Committee will review the proposed FY23 budget in April and submit to the ECMS Board for preliminary approval at the May board meeting. We plan to submit a draft FY23 MOU to the ECMS Board in May as well. We will request NHPS Board of Education approval of both the FY23 budget and MOU in June.
- e. Discussion around liability insurance

#### B. Facilities/Operations

- a. Facilities: The Executive Director reached out to the COO of New Haven Public Schools to discuss the district's potential interest in leasing office space at 495 Blake St.
- b. We have had a few facilities issues this winter including inadequate plowing and more roof leaks. NHPS is managing our plowing this year, so we have been working with them to improve services. We continue to have roof leaks in several ECMS spaces and in The Well and Friends Center offices. We have engaged roofing companies for quotes on both short and longer term projects.

#### C. Community & External Relations

- a. Recruitment: ECMS attended two NHPS virtual events for prospective families and three ECMS virtual houses. We engaged more than 40 community partners and local leaders in our outreach efforts. We received 579 applications for New Haven students with the following

approximate demographics 4% Asian, 45% Black, 29% Latinx, 16% White and 6% Multiracial. This is an increase of 135 applications from New Haven students since last year.

- b. Enrollment: ECMS originally requested 325 seats for the 2022-2023 school year. NHPS proposed a cap of 300 students. After significant negotiation with the district, we are proposing a final 2022-23 enrollment of 315 students, including 15 Head Start seats. NHPS cannot commit to offering Head Start seats after the 2022-23 school year. In addition, NHPS will no longer allow new students residing outside of New Haven to enroll at ECMS through Open Choice, this impacts two families who had younger siblings eager to attend ECMS.
- c. Bridges Collaborative: ECMS Executive Director plans to attend the annual Bridges Collaborative's first in-person national convening on May 19-20 in Baltimore, MD.

#### **V. ABAR Director's Report**

- A. Parents meeting to do ABAR 101 work
- B. ABAR Director job description revised

#### **VI. Committee Updates**

- A. Governance: Meeting in May; Approval of Eli Sabin as Secretary and Mira Debs as Chair of the Governance Committee.

#### **VII. Action Items**

- A. Vote to pursue Head Start partnership pilot with NHPS and accept 15 Head Start students in PK3 for the 2022-23 school year–Approved
- B. Vote to approve Eli Sabin as the new board secretary and Mira Debs as the new Governance Committee chair–Approved

Meeting adjourned at 6:50 PM

END OF MEETING NOTES

Meeting Minutes respectfully submitted by Hacibey Catalbasoglu.