



**Elm City Montessori School
Board of Trustees Meeting
May 5, 2022**

I. Approve March Meeting Minutes

Minutes were approved unanimously.

II. Public Participation

None.

III. Principal's Report

People Leadership

Staffing

Staff Attendance

For daily attendance, staff had 92.8% (2.95 absences/day) in March and 90.18% (4.03 absences/day) in April. We are finalizing hiring two additional substitute teachers, who have limited schedules. Coaching and principal continue to cover classes.

Hiring

- Staff for this year:
 - We are fully staffed for classroom positions
 - Hired part time SPED teacher for this school year
- Staff for 2022-2023 School Year:
 - Available Positions:
 - 10 positions available (4 new positions, 6 replacement positions)
 - Replacement positions: 2 from current vacancies (Primary/SPED), 1 from potential promotion, 2 potential assistant departures, ABAR Director
 - Transparency in process: working on a more transparent process for promotions, based on feedback from Equity Audit.
 - 29 Applications: High volume of applicants for ABAR Director and Assistant positions. Very few applications for guide positions. 2 Internal candidates for guide/coach roles
 - Montessorian of Color Training Program, using this pool to support pathways to lead positions

Building Teams and Leadership

[Coaching Plan 2021-2022](#): Beginning final observations and scheduling end of year evaluations for end of May-June.

Family Partnership

April Conferences

We successfully held conferences both in person and online for families in April. 76.5% of families attended (130 total families).

Montessori Night

We hosted Montessori Night in person for all our classrooms. This was our first in person event inside the school since winter of 2020.

Curriculum & Learning

School Improvement Planning & Goal Setting

[School Improvement Planning \(SIP\)](#): Working with stakeholders to plan for SIP for next year.

Academic Data and Next Steps:

Reading Assessments

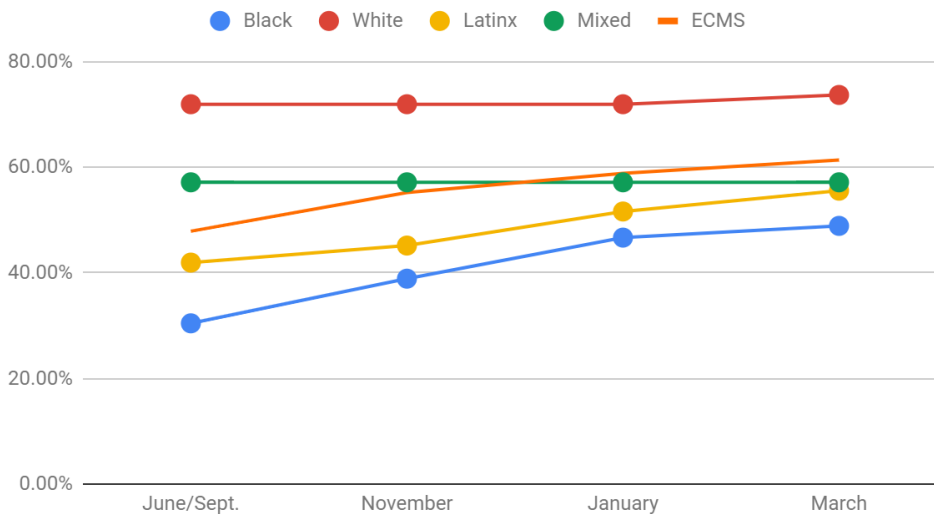
DIBELS assessment given to all students K-2 after consultation with the CSDE through our Corrective Action Plan. Fountas and Pinnell Benchmark Reading Assessment given to all students 1-7. Trends:

- High rates of proficiency and growth across the school
- High growth rates for proficiency with Black and Latinx learners
- High growth in proficiency for 3rd grade

<u>Reading Proficiency F&P</u>							
<u>Class</u>	<u>Year</u>	<u>June/Sept</u>	<u>November</u>	<u>January</u>	<u>March</u>	<u>June</u>	<u>Percent +/-</u>
	Overall	47.88%	55.21%	58.82%	61.35%		13.47%
	7th	43.75%	56.25%	56.25%	62.50%		18.75%
	6th	63.16%	77.78%	77.78%	77.78%		14.62%
	5th	52.00%	54.17%	54.17%	62.50%		10.50%
	4th	45.83%	58.33%	62.50%	62.50%		16.67%
	3rd	73.91%	82.61%	82.61%	82.61%		8.70%
	2nd	37.50%	50.00%	58.33%	58.33%		20.83%

	1st	29.41%	26.47%	38.24%	38.24%		8.82%
	K			37.14%			0.00%
Demographics	Black	30.43%	38.89%	46.67%	48.89%		18.45%
	White	71.93%	71.93%	71.93%	73.68%		1.75%
	Latinx	41.94%	45.16%	51.61%	55.56%		13.62%
	Mixed	57.14%	57.14%	57.14%	57.14%		0.00%

Reading Proficiency 2021-2022 (F&P)



Next Steps

Assessment data shows successful implementation for phonics instruction in grades 1-3 and standards based reading instruction in grades 4-7. We need continued phonics instruction with K-1

Kindergarten Reading: We are working on the following steps for our Kindergarten learners:

- Providing additional interventions for Kindergarteners who are not yet at reading standard
- Access to Lexia programming for K's not yet at benchmark

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.

- Hired part time math intervention

- Started interventions using iReady Math program for all students not yet at grade level K-7

IV. Executive Director Report ([here](#))

Finances/Fundraising

Finances:

- Average monthly expenditures for FY22 are \$161,537.37 for ECMS-managed funds
- \$1,303,311 in cash on hand as of April 30, 2022

NHPS/CSDE: To date, ECMS has received three quarterly FY22 payments from NHPS totaling \$1,248,574.50. ECMS has received four quarterly FY22 CSDE payments totaling \$801,000.

Grants/Fundraising: Our ARP ESSER grant for \$340,149 for classroom renovations and HVAC upgrades has been approved by the CSDE and must be spent by 9/30/24. We applied for a \$150,000 New Schools Venture Fund grant. The Great Give is May 4-5, 2022. Our goal is to raise \$20,000 to support ABAR programming, particularly our Montessorians of Color Pathways Initiative.

FY23 Budget & MOU Process: The ECMS Finance Committee reviewed the proposed FY23 budget in April which will be shared at the May board meeting. The Leadership Team is meeting with NHPS leadership on May 4, 2022 to review the FY23 budget and MOU which will be shared with the ECMS board for final review and approval. We will request NHPS Board of Education approval of both the FY23 budget and MOU in June.

FY23 Audit: The Finance Committee has reviewed the FY23 engagement letter from audit firm Henry, Raymond & Thompson and will advance the proposal (for \$16,000 to complete the FY23 audit) to the full board for approval.

Facilities/Operations

Facilities: We have engaged Earthlight and Resource Lighting and Energy to conduct energy audits for 495 Blake St. We expect final reports by May 20th and May 13th respectively. In addition, we plan with structural engineer, Ed Stanley, to assess several areas of the building. We are also exploring potential partnership with the Yale Urban Design Workshop on the next phase of facilities planning.

Community & External Relations

Enrollment: Due to Head Start classroom caps, we do not anticipate being able to partner with Head Start for the 2022-23 school year. At this point, we plan to enroll 300 students for 2022-23 and have an attrition rate of 6% (16 students).

Westville Artwalk: ECMS students and families are participating in this year’s Westville Artwalk on Saturday, May 7th. Students will be selling artwork and families will be supervising art activities for children

New Haven Family Stroll: On Saturday, May 14th, ECMS will partner with Friends Center for Children, Calvin Hill Day Care Center, First Steps Learning Center, Montessori on Edgewood and the YMCA in the 2022 New Haven Family Stroll (formerly the Fair Haven Family Stroll) to raise awareness and funds for early childhood programs in New Haven.

National Charter Schools Conference: ECMS Executive Director plans to attend the annual the National Charter Schools Conference from June 20-22 in Washington, DC as a representative of the National Alliance for Public Charter Schools Early Childhood Education Advisory Board.

V. ABAR Director Report

ABAR Projects

All our Kin Partnership

Timeline	Theme	Goals
<p>January-June (Ramya & Amelia) 3hours</p>	<p>Montessori History & Philosophy The Prepared Adult The Prepared Environment Observations Planning and making materials</p>	<p>-Participants will have a deeper understanding of Montessori Philosophy with a racial equity lens, learn about the prepared environment, and the four essential areas of the curriculum. -The cohort will also tour a Montessori classroom (for vaccinated participants) Christina Philatre from Montessori Madre will co-facilitate Jan. 29th The philosophy of Montessori infant/toddler and development of babies</p>

Transition plan and ABAR Director hiring process

I will be transitioning out this year and stewarding someone else into our community. It is likely that I will still do some work in the fall helping to plan for core training and shepherding in the new person.

Policy Revisions and Equity Audit Update

[Assistant salary scale sharing](#)-This is directly a response to our equity audit. There is an incredible need to make sure that as an ABAR institution, we create fair wages for staff specifically staff that continue to stay in pur community.

We have re-issued the Equity Audit and hope to get the results by next month. This round we got 36 out of 42 people to do the survey which is more than last time.

ABAR Curriculum

The Anti-Bias theme this month is Noticing harm and bias/preparing for Activism. Our Family Share on May 13th will highlight our One Book One School and asking for recommendations for next year.

Children's March-May 26th 1 p.m. at Edgewood Park

ABAR Collective updates

Potluck meet-up May 12th to find time to reconnect

Ujima Collective funds still available

VI. Committee Updates

Elm City Montessori School		
FY21-23 Budget		
students	283	300
Revenue	2021-22	2022-23
NHPS (incl Open Choice)	\$ 1,664,766	\$ 1,524,694
CSDE	\$ 804,000	\$ 861,000
Title I, II	\$ 89,970	\$ 89,970
Individual/Foundation Giving	\$ 150,000	\$ 150,000
Extended Day fees	\$ 90,000	\$ 90,000
ESSER	\$ 151,352	\$ 340,149
Rent/CAM	\$ 73,874	\$ 158,617
Miscellaneous		
Total Revenue	\$ 3,023,962	\$ 3,214,430
Personnel		
Full-time Staff	\$ 974,867	\$ 1,226,432
Part-time Staff	\$ 35,640	\$ 39,480
Stipends & Tutors	\$ 11,000	\$ 15,000
Substitutes	\$ 35,000	\$ 25,000
Health Benefits	\$ 169,627	\$ 213,399
FICA/Medicare	\$ 65,027	\$ 66,978
Workers' Comp	\$ 12,020	\$ 12,381
Unemployment	\$ 9,616	\$ 9,904

Non-Personnel		
Supplies and Materials - Instructional	\$ 41,200	\$ 50,000
Supplies and Materials - Other	\$ 16,391	\$ 15,000
Library/Textbooks	\$ 5,464	\$ 5,628
Staff Travel/PD	\$ 20,000	\$ 17,500
Contracted Services (Consultants, Staff Training & PD)		
Montessori Coach (Elementary)	\$ 55,000	\$ 10,000
Literacy Specialist	\$ 46,000	\$ 47,380
Professional services (audit, financial management)	\$ 36,050	\$ 37,132
Payroll service costs	\$ 27,318	\$ 28,138
Equipment	\$ 51,500	\$ 45,000
Facilities (utilities, maintenance)	\$ 105,163	\$ 108,318
Rent & CAM	\$ 510,743	\$ 532,357
New space renovations	\$ 375,000	\$ 500,000
ABAR & special programs	\$ 55,000	\$ 55,000
Other (liability insurance, staff parking, school events, recruitment, etc)	\$ 114,300	\$ 117,729
PPRRSM	\$ 250,000	\$ 35,000
Total Expenses	\$ 3,021,926	\$ 3,212,755
Surplus/(Deficit)	\$ 2,036	\$ 1,675

ECMS Assistant Salary Scale FY23					
Years FT classroom experience	No BA	BA	MA or Montessori Credential	MOCPI stipend*	* Montessorians of Color Pathways Initiative offers a stipend for additional classroom

					responsibilities in addition to training/certificat ion support
0	\$30,000	\$33,000	\$35,000	\$5,000	
1	\$30,900	\$33,990	\$36,050	\$5,000	
2	\$31,827	\$35,010	\$37,132	\$5,000	
3	\$32,782	\$36,060	\$38,245	\$5,000	
4	\$33,765	\$37,142	\$39,393	\$5,000	
5	\$34,778	\$38,256	\$40,575	\$5,000	
6+	\$35,822	\$39,404	\$41,792	\$5,000	
FY23 proposed salaries represent a \$3000 increase for Assistants with no BA or a BA and \$2000 for those with an MA					

Capital planning update: Working on RFP for building master plan, thinking about it as a community hub.

Governance: Met with Alder Richard Furlow to discuss him joining the board.

VII. Action Items:

- Vote to approve Yale Child Study Center research project (background [here](#))

Approved unanimously

- Vote to approve Henry, Raymond, Thompson FY23 engagement (letter [here](#))

Approved unanimously

- Vote to approve proposed salary increases ([here](#))

Approved unanimously

- Vote to approve Alder Richard Furlow as a new member of the ECMS Board of Trustees ([bio here](#))

Approved unanimously

VIII. Executive Session

Resignation would be off cycle. Also need a facilities manager.