

September 13th, 2021
Quarterly Board Meeting
Montessori School of Englewood

Location: Webex

Present:

Board Members: Quilen Blackwell, Joe Motto, Karen Anderson, Jim Sulzer, Thom Hale, Marcus Robinson, Gabrielle Sansonetti, Matt Moeller, Marvin Hoffman, Taneesha Peeples, Michael Sculnik, Peter Talmers, Derek Hull

Administration: Rita Nolan, Nyela Wells, Maggie Mikuzis

Roll call and minutes taken by: Quilen Blackwell

- I. Call to order
Thom Hale called the meeting to order
- II. Executive Committee Nominations
Karen Anderson makes the motion and it is approved
Joe Motto is the new treasurer
Quilen Blackwell is the new secretary
- III. Finance
Joe Motto delivered the report on the proposed budget for FY2021-2022. It is a flat budget with \$175,000 in contingencies.

FY22 Big Picture

- Balanced budget with 175k contingency.
- Should meet 3 out of 4 CPS Financial Scorecard Metrics in FY22
- Enrollment based on 320 students, currently at 327
- TMSOE receiving proportionate share of ESSER funds in FY22 (~\$1,000/student). Funds appropriated for FY23 but not beyond.
- Headstart

allocation of 70 students for next 5 years. Rate slightly higher but slots down to 70 from 80.

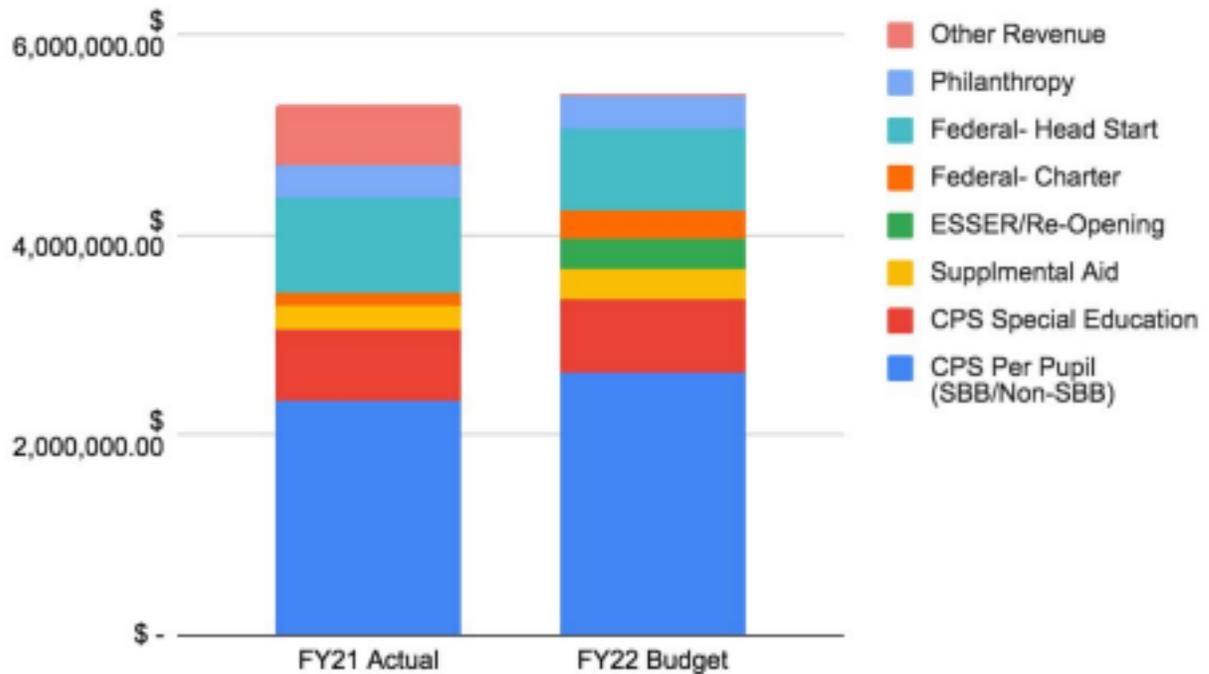
- Fundraising set at 330k to be conservative. Raised 325k in FY21- 100k short of goal/budget.
- Overspending allocation in Special Education by around 250k to serve diverse learner population (common to do this). TMSOE will pursue an appeal to CPS for more funds.

FY22 Revenue Notes

- Revenue lower in Head Start (HS) due to fewer slots and no Preschool for All funds- 120k lower.
- CPS revenue up 3-5%, Budgeted for 320 this year.
- Special Education revenue up 30k to 743k (now receiving funds for 504 plans)
- ESSER/MFT funds totaling 310k
- Slight increase in Title funds
- 600k in Other revenue from FY21 was forgiven PPP loan, will not exist in FY22

FY21 Actuals vs. FY22 Budget - REVENUE

FY21 Actuals vs. FY22 Budget



FY21 TOTAL:
\$5,317,006

FY22 Budget:
\$5,405,541

FY22 Expense Notes

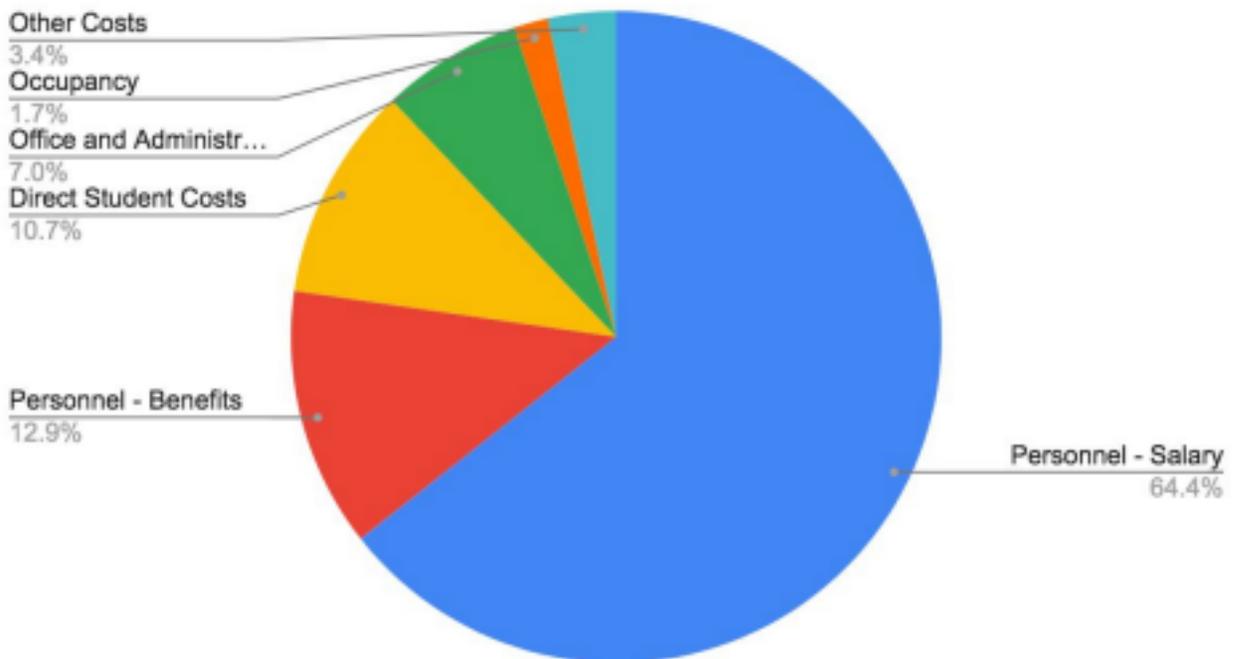
- Salary costs cut by 250k from FY21 in order to meet budget
- Benefits need a more refined approach for FY23- currently just using average percentage
- Education Materials- 40k higher than FY21. Largely due to purchasing of needed Montessori

materials.

- Transportation for field trips back in the budget.
- Instructional Technology - lower than last year. Not anticipating needing to buy same number of devices.
- Related Service Providers (Social Worker, Psychologist, etc.) - contracted positions. Budgeted 190k
- Office Supplies - up from last year due to being back in person
- Consultants - included development, Montessori Training, Chicago Psychoanalytic, and Focus Partners

FY22 Expense Breakdown

FY22 Budget- Expenses



FY22 Financial Risks/Opportunities

- Enrollment - Budget at 320. Current at 327. Semester 1 closed 9/27/21.
- Philanthropy- Budgeted at the FY21 actuals to be conservative. Historical performance is much higher.
- Pension Fund
- Head Start Questioned Costs
- Unexpected Facility Costs

Hale noted that we need to rethink our philanthropy model.

Joe Motto makes a motion to approve the Head Start budget. It is approved. All yeas and no nays.

IV. Executive Director Report

Rita Nolan delivered the executive director report.

Executive Director Report

Sep 13, 2021

Executive Director

Fundraising

- Board: \$2,991
- Corporate: \$41,000
- Grants: \$20,000
- Individual: \$2582.43
- Inkind: Trotter Project
 - United Way
 - Donors Choose
 - St. Andrew's Philoptochos Society

- Total (without In Kind): \$66,573,43 (YTD)

Enrollment and Attendance

- Enrollment: 327 Charter
- Attendance: 90%

Head Start

Based on the July 20, 2021 report issued by *Teaching Strategies Gold Snapshot Report*, a total of 67 students participated in the *Gold Teaching Strategies* assessment; of the 67 students, 34% of students are in Preschool 3 (green) and 66% of students are in Pre-K 4 (Blue). The Gold Assessment analyzes expectations of children from birth to third grade and focuses on a whole-child approach. *GOLD assessment* aligns to early learning guidelines in each state and the Head Start Early Learning Outcome Framework. When reviewing the following information, consider that all Pre-K students have not received complete instruction and that the skills and abilities may fall below expectations. When analyzing the following data, consider when the test was administered in conjunction with the number of times scholars have received complete many instruction in the classroom. Soc

Based on the racial breakdown of students, 81% of scholars were African American and 18% white. 49% of the participants were male, while 51% of participants were female. 4% of the participants are categorized as “Children with IEP.” 94% of students' primary language is English, and 4 %'s primary language is Spanish.

Overview- Data Snapshot

- Two testing populations: Preschool 3 and PreK 4
- For each category, there is a score range that places students within three types.
 - Below, Meeting and Exceeding.
 - Each score expectation varies based on the academic category.
- Preschool 3 consistently had more than half of their student population meet expectations in all categories except Math. ● The PreK 4 group consistently had a large percentage of students testing within the “Below Category.”
 - Social Emotional- 47%
 - Language- 42%
 - Spanish Language- 50% (2 students)
 - Cognitive- 52%
 - Literacy- 51%
 - Spanish Literacy- 100% (2 students)
 - Mathematics- 55%
- In the PreK 4 group, tested below the expectation *mean* within the “Below” Category in the following categories. The Gold Assessment establishes the Expectation score range. The below chart is based on a 10+ point

difference in the expected mean.

- Based on the following information, the PreK 4 group has a more significant number of students within the Below category. Scholars' scores are significantly below the expectation established by the Gold assessment.

COVID- We have quarantine two classrooms since the school opened, August 30. So far, we have many did not have any school spread. However, if one person in a pod test positive for COVID, we follow CPS" policy and go into remote learning for ten days. So far, parents have been very supportive. We report all positive cases to CPS for contact tracking. However, the system seems to be overwhelmed.

We have a partnership with Northshore hospital and offer weekly testing, free of cost, to all our students and staff members that sign up for the service. This week with tested 60 students and staff, and all were negative. All 12-year-olds and above must submit to weekly testing to participate in sports.

We have full class sizes this year, which is necessary to meet our budget and enrollment metrics. However, we have decided that 33 bodies at the 6-9 level are too much during a pandemic. We have decided to move people around and create another 6-9 classrooms, which will bring numbers down to 28 per classroom.

We are watching the other levels closely, and when we get closer to the 27th day when CPS captures our first round of enrollment numbers, we will take a final look at funding compared to budget.

Principal

Social-Emotional Learning (SEL)

People with strong social-emotional skills can better cope with everyday challenges and benefit academically, professionally, and socially. This year, we are attempting to implement Conscious Discipline with fidelity via observations and coaching educators.

Diversity Equity and Inclusion

We have developed a team of eight to learn together and focus on a Problem of Practice within the organization using the data received from the Embracing Equity Audit.

Family and Community Engagement

- The Trotter Project and United Way were on campus Saturday, September 11, 2021. Many volunteers came out to beautify our TMSOE garden. It was a great success!
- We are working diligently to ensure that our parents know what's going on in the school and the resources available to them within the community. ● Our partnership with Lawyers Lends a Hand will start again in a couple of weeks. They provide tutoring for our children.
- Eight Rush Graduate Nursing students under the leadership of Susan Murray have returned. Their charge is to complete a community assessment of the school and community that includes interviews with key informants, such as TMSOE staff, and develop a health intervention based on that assessment. They have other ideas as well.

Operations

Building

- Bathroom Remodeling of the first floor is complete.
- CPS' Senior Manager of Facilities Support to check on the safety of the doors. Per compliance, three quotes were submitted on 09/08. ● The second-floor painting project is completed.
- TMSOE passed the City of Chicago health inspection.
- TMSOE passed the elevator inspection.

Compliance

- All staff members must submit their vaccination information by October 15th.
- TMSOE has completed 41 compliance requirements through Epicenter(year-to-date).
- Insurance renewal for open enrollment census is completed ● Weekly COVID-19 Testing for all staff and students began on 09/10 through Northshore. The testing site is located directly at TMSOE. Over 50 students and 25 staff members are signed up.

Technology

- All middle school students have received 1-1 technology
- The technology team is teaching a Future Engineer class sponsored by Amazon for the middle school. The curriculum focuses on real-world scenarios as a medium of creativity, communication, and problem-solving while looking at societal impacts.

Middle School

- Middle School welcomed back its students with a two-day orientation. This

included, for the first time, sixth grade. Approximately 67% of the parents and students attended.

- All Middle school students were issued a computer for school use. Parents signed a user agreement during orientation.
- Students were able to sign up for two elective courses held every Wednesday. These included performing arts, creative writing, student government, farming, and more.

Elementary

- Welcomed all students back with prepared Montessori environments. ● I had a successful 'meet and greeted' parent event in the garden, attended by 75% of parents.
- Raised enough money to cover the majority of material needs through Donors Choose.
- Big push on cosmic education the first two weeks & creating big-work follow-up.
- The first draft of the Mathematics and Geometry album is complete for Lower Elementary.
- Montessori Coaching is underway, and regular professional development to support Montessori principles.

Primary

- We have implemented a robust system for coaching and Professional Development series, supporting teachers' growth and mastery. ● Teachers attend in-house regular training and seminars supporting Montessori philosophical principles and best practices on a regular basis.

Specialized Support

- We are delighted to welcome Olivia Evangelides to our Specialized Support team! She is working with our 4th and 5th grade diverse learners this year.
- We are starting the year strong, with an excellent team of Learning Specialists and enough resources to cover required IEP support minutes. We expect to begin seeing referrals for evaluations as teachers identify students struggling with the content and will respond to those referrals as they arise. We will approach referrals conservatively, as we expect the loss of instructional time will account for some discrepancies between grade-level expectations and actual achievement.
- We inherited a couple of out-of-compliance IEPs, as students formerly in the CPS system left and then came back with gaps in their paperwork. This is most likely related to remote learning outside the district. We will

take care of those ASAP and will continue our record of on-time evaluations and annual reviews.

- The search continues for a social worker! Licensed social workers are in high demand and in short supply. Our staffing agency has not placed us with a dedicated social worker yet this year, and we have not yet been able to staff the position internally.

MTSS & Bilingual

- FastBridge 2nd-8th grade school-wide regularly testing officially begins today. About 95% of required educators are certified to proctor both the reading and math exams.
- FastBridge testing for K-1st is going well. 1st grade is done! Kindergarten testing officially begins this week.
- Educators have been actively engaging with the MTSS schoolwide plan. They're very interested in rolling out comprehensive school testing to obtain data to support their students and start Tier II interventions.
- All families have received notification of FastBridge school-wide testing
- We are currently hiring a 4th-8th grade academic interventionist
- The Bilingual Advisory Committee (BAC) elections are this Wednesday, September 15th, in the garden.
- Most ELL screeners are completed with just one student left to test to comply with the ISBE deadline.
- Our K-8th program is officially a TBE program, and our PreK program is TPI.,
- All program placement parent notifications letters will be sent home this week.
- Hispanic Heritage month starts this Wednesday and all of the Donor's Choose decorations and instructional items are on the way, estimated to arrive by tomorrow
 - The school year professional development calendar is finalized for MTSS & Bilingual coaching.

Robinson makes a motion to approve the Head Start bylaws. All approve. No one opposed.

V. Strategic Plan Update

Marcus Robinson delivered the strategic plan.

[Review the strategic plan here](#)

Robinson - working towards an endowment fund. Have three targets that are being cultivated.

Hale - need to prioritize our capital needs.

Nolan - Institute started to groom homegrown teachers and will always remain part of the mission but we are looking to grow it into a national institution that can train teachers from across the country.

Karen Anderson makes a motion to adopt a policy that affirms Montessori is the core of our education. All in favor. No one opposed.

VI. Head Start

Rita Nolan presented the Head Start plan. (referenced in the executive director's report in section IV)

VII. Approval of Past Minutes

Joe Motto makes motion to approve the past minutes. All approve and no nays.

Public Comment

None

New Business

None