



April 2, 2022
Board Meeting
Montessori School of Englewood

Location: WebEx

Present:

Board Members: Thom Hale, Karen Anderson, Jim Sulzer, Joe Motto, Marcus Robinson, Peter Talmers, Peter Cunningham, Mike Sculnick, Tanesha Peeples, Gabrielle Sansonetti

Administration: Rita Nolan

Consultant: Matt Moeller

Meeting recorded by video and minutes taken by: Joe Motto

I. Call to Order

Hale calling the meeting to order. The board expressed sincere gratitude to Mike Sculnick's invaluable service to the board since its founding. Mike is retiring from the board effective from this meeting. His expertise, support, and guidance will be remembered and serve as a model for other board members.

The board advanced through the agenda attached as Exhibit A.

II. Finance and Development

Motto delivered in advance of the meeting and led discussion through the quarterly finance report, see Exhibit B. We are tracking relatively close to budget through February 2022, notwithstanding the unbudgeted CPS pension contribution issue previously surfaced, due to positive enrollment, prudent expense management, and solid fundraising. We will closely manage our government funding budgeting and vouchering through year-end. We are also looking to finalize our accounting relationship.

The single audit of Head Start completed on March 15

Working with CPS vendor Claridigm, we have updated our fiscal policies and procedures. Approvals and training will follow.



Hale and Nolan led discussion on fundraising. Fundraising has been good this year, and we have additional leads. But we need to do more to increase our assets and build up a capital base—ideally working toward three months' expenses cash on hand.

III. Executive Director Report

Nolan delivered in advance of the meeting and led discussion through the executive director's report, see Exhibit C. Fulsome discussion was had concerning support for the school, teachers, and community in this challenging environment. Nolan elaborated on our work with Claridigm, including with respect to governance and programmatic issues. Additional discussion was had concerning operational improvements funded through CPS capital funding.

IV. Head Start Report

Nolan delivered the quarterly report concerning Head Start.

Head Start attendance is low. Enrollment is 68 out of 70 as of March. All staff openings have been filled, and our Head Start teachers are receiving Montessori coaching.

V. Charter Renewal

Discussion was had concerning our two-year charter renewal. Anderson made a motion to authorize the Executive Committee to execute the renewal and to negotiate such potential changes as might be deemed appropriate and agreed with CPS. Robinson seconded. Discussion ensued. All voted in favor. None opposed. Motion passed.

With no further business, the meeting was adjourned.

Exhibit A

The Montessori Network Board Agenda
April 2nd, 2022

1. **Intro** Thomas Hale
2. **Old Business** Thomas Hale
3. **Financial Update** Joe Motto
4. **Development Update** Thomas Hale
5. **Executive Director's Report**Rita Nolan
6. **New Business**
7. **Public Comments**

Exhibit B

FY 22 - Quarter 3

Financial Update - YTD 7/1/21 - 2/28/22



THE Montessori School
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Charter School

April 2, 2022

FY22 - Budget to Actual - FEB 22

Description	Actual (UR) YTD	Budget (UR) YTD	Variance (\$)	Variance (%)	Budget Annual	58.33% nt of Total E
Revenue						
Total CPS Funding	2,523,999	2,530,996	6,997	99.72%	3,796,494	66.48%
Total Government Funding	615,734	730,698	114,964	84.27%	1,096,047	56.18%
Total Released from Restriction	18,750	0	(18,750)	0.00%	0	
Total Donations	213,608	181,783	(31,825)	117.51%	330,000	64.73%
Total Other Revenue	8,002	5,334	(2,668)	150.03%	8,000	100.02%
Total Revenue	3,380,093	3,448,810	68,717	98.01%	5,230,541	64.62%
Expenses						
Total Personnel Costs	2,849,809	2,727,835	(121,974)	104.47%	4,091,752	69.65%
Total Direct Student Costs	221,883	371,489	149,606	59.73%	557,234	39.82%
Total Office & Administration	283,674	244,251	(39,423)	116.14%	366,376	77.43%
Total Occupancy	42,241	59,411	17,169	71.10%	89,116	47.40%
Total Other Costs	57,783	84,042	26,259	68.75%	126,063	45.84%
Total Expenses	3,455,390	3,487,027	31,638	99.09%	5,230,541	66.06%
NET SURPLUS/(DEFICIT)	(75,297)	(38,217)	37,080	197.02%	0	

FY22 Q3 - Budget to Actual Footnotes (as of 2/28/22)

February 28, 2022 Financials resulted in a 75k deficit, which is ~25k worse than plan. This is largely due to the originally unbudgeted pension costs and the delay in realizing Title, ESSER, and Head Start Revenue.

Revenue

- Per pupil revenue exceeding budget due to increased enrollment.
- Title (federal monies to supplement existing state funding), ESSER (Elementary and Secondary School Emergency Relief Fund-emergency funds to address the impact of COVID-19), and Head Start Revenue far under budget due to program design approval timing and delays in billing/vouchering. TMSOE Received 190k in Title/ESSER funds in March and is still owed 80k in Head Start Revenue from DCFS
- Fundraising currently 31k ahead of plan (54% of annual goal of 330k) (Note desire/need to increase fundraising to meet CPS financial metrics.
- Q4 CPS payments will be lower by 102k due to the FY21 true-up and FY22 withholding of the the employer contribution (11.16%) to the pension fund (CTPF)

Expenses:

- Personnel currently above plan, almost wholly due to Q3 pension withholding/true-up (102k). Vacancy savings a wash with increases in health insurance costs and position adjustments/stipends.
- Direct Student Costs spending under plan by 160k. Expect some additional costs but hope to realize some savings here.
- Occupancy under plan by 18k. Expect some additional costs but hope to realize some savings here.

Description	Account	Feb'2022	Jun'2021	Feb'2021
Assets				
Current Assets				
Inland Operating Account	1000	327,247	328,855	415,444
Citibank Checking 7521	1010	8,938	11,725	11,378
Citibank Checking 3156	1011	152	272	832
Citibank Board Designated Cash Res	1020	8,180	8,178	8,177
PayPal	1021	848	966	63
Accounts Receivable	1300	250,852	241,200	187,574
Pledges Receivable	1310	193,898	246,898	271,398
Accrued Revenue	1320	0	2,200	0
Prepaid Expenses	1500	8,402	5,673	34,931
Total Current Assets		798,517	845,967	929,794
Total Fixed Assets		36,861	48,661	55,192
Total Assets		835,378	894,628	984,986
Liabilities & Net Assets				
Liabilities				
Accounts Payable	2000	7,787	54,915	36,117
Salary Accrual	2200	1,622	41,855	81,618
Pension Accrual	2210	23,822	11,221	10,362
Deferred Revenue	2300	314,691	0	272,846
Current Portion of Loans	2700	6,067	17,902	5,772
Line of Credit	2710	0	200,000	0
Total Current Liabilities		353,990	428,944	406,715
Total Long-term Liabilities		12,775	12,775	489,269
Total Liabilities		366,766	441,719	895,983
Net Assets				
Unrestricted Net Assets	1-3000 + 1-4005:	93,112	165,409	(197,998)
Restricted Net Assets	2-3000 + 2-4005:	375,500	287,500	287,000
Total Net Assets		468,612	452,909	89,002
Total Liabilities & Net Assets		835,378	894,628	984,986

FY22 FEB 22 - Statement of Financial Position

FY22 Q3 - Statement of Financial Position Footnotes

- Line of credit was re-paid and also renewed and is available but not currently drawn.
- 6k left on IFF loan payments.
- Overall, total assets 150k lower than Feb 2021. This is largely due to lag in cash from vouchers/billing.
- Estimating we will need 300k surplus to meet standards on all CPS financial metrics for FY22. Only met 2 of 4 in FY21
- Cash Position - depending on DFSS and CPS payment timing we may need to draw LOC for April 15 payroll

FY22 Financial Headlines

- Overall trending in a much more positive direction but must meet financial metrics
 - Enrollment exceeding budget
 - Savings in some key areas. On target in most others.
 - 175k contingency withholding
 - Some additional ESSER dollars allocated that were not budgeted
- Financial Remediation Plan will be due to CPS in April/May
- Employer Contribution of budget will be a 204k unbudgeted hit in Q3/Q4
 - True up from FY21 = 38k
 - FY22 Withholding = 166k
- Delay of Title/ESSER being resolved
 - Received 190k in March.
- Head Start-
 - Waiting for 80k of payments of vouchers submitted
 - Budget revision occurring next week to ensure we can bill for all HS allocated funds from 12/1/21 to present

Exhibit C



The
Montessori School
of Englewood

Executive Director Report
April 2nd, 2022

Executive Director

Fundraising

- Board: \$32,278.00
- Corporate: \$4,468.52
- Grants: \$183,000
- Individual: \$103,374
- Total: \$323,120.52
- In-kind: Trotter Project
United Way
Donors Choose
St. Andrew's Philoptochos Society
University of Chicago

- Total (without In Kind):

Enrollment and Attendance

- Enrollment: 327 Charter
- Attendance: 88%

Head Start

Head Start has been asked to send DFSS an Agency Attendance Analysis Report to track the attendance for the past three months. December 2021- 80.02%, January 2022- 68.68 % and February 2022 - 70.54%. The Enrolment as of March would be 68 in total. This is the Head Start ERSEA(

Eligibility,Recruitment, Enrollment,Attendance) The recruitment plan would be to call all the parents that are on the waitlist and add them to fill the slots.

The hiring process is going well, we have already brought aboard an Assistant teacher in the classroom with Ms. Cynthia Estes on 03/28/2022. We have also moved Ms. Karen Johnson in as a floater to assist Ms. Nelson. We look forward to more interviews to get more staff in place. We are diligently working to maintain our great status on Teacher Strategies Gold.

Head start teachers who are currently in training continue receiving the Montessori coaching sessions and lesson study on the weekly basis

Overview- Data Snapshot

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Operations

Building

- The pre-bid meeting for the exterior doors was completed on 02/16/2022. The exterior doors are funded directly through CPS' Capital Projects budget. Please follow this link to review the pre-bid invite for additional information: [Exterior Doors Invite to Bid](#)
- The pre-construction meeting will be finalized for the chimney reduction directly funded through CPS' Capital Project.

Compliance

- 136 requirements have been submitted to CPS for the 2021-2022 school year, this includes academic, finance, and legal compliance.

Middle School

- March 18th was the date for the first round of offers from high schools for our eighth graders. Most received an offer from their first choice.
- 6th grade presented history projects to MSE community after reading *The*

Watsons Go to Birmingham, 1963.

- All Middle School students are making preparations for a Science Fair in late spring.

Elementary

- Planning step up ceremonies/observations for K and 3rd grade students.
- 3rd grade science fair on the calendar.
- 4&5th grade history or science fair planning in the works.
- IAR testing complete

Primary

Kindergarten classes attended a field trip to the Brookfield Zoo on 3/31 as part of the biomes work and study of vertebrate animals.

Specialized Support

- We are on track to complete all evaluations, IEP annual reviews and re-evaluations, and 504 Plans by the end of the school year
- We have hired a paraprofessional to replace Ms. Lynetta
- Current compliance: Evaluations, 100%, On time completion: 82% (two IEPs were completed less than a week late due to parent non-attendance at scheduled meetings).

MTSS & Bilingual