



November 7, 2020
Quarterly and Annual Board Meeting
Montessori School of Englewood

Location: Telephonic (recorded)

Present:

Board Members: Thom Hale, Mike Sculnick, Joe Motto, Karen Anderson, Peter Cunningham, Ebonie Townsend, Peter Talmers, Tanesha Peeples, Marcus Robinson, Jim Sulzer, Marvin Hoffman, Tiffany White

Administration: Rita Nolan, Nyela Wells, Maggie Mikuzis, Cal Barksdale

Roll call and minutes taken by: Joe Motto

I. Call to Order

Hale called the meeting to order.

II. Board Composition and Nomination of Tiffany White

Robinson introduced Tiffany White as a candidate to join the board. Discussion ensued. White's candidacy was met with enthusiasm and support. Robinson made a motion that White be added to the board. Anderson seconded the motion, all voted in favor, none opposed. White was welcomed as the newest board member.

Anderson moved to remove Keisha Johnson for board membership. Sulzer seconded. All voted in favor, none opposed. Motion passed.

III. Finance

Sculnick submitted a written report and led discussion on school finances. See Ex. A.

We will receive from our independent auditor a "clean" audit opinion for the year ended June 30, 2020. The audit identified a deficiency in how payroll is allocated when staff spends time on Head Start versus other functions.



We ended fiscal year 2020 with a surplus of ~\$88k and a net operating surplus of nearly \$135k, inclusive of restricted funds.

Concerning our CPS financial remediation, it is our view we have addressed the issues that were raised. CPS will review the audit, and we are in dialogue with them. We are hopeful we can be removed from remediation.

Robinson moved to accept and approve the audit report for fiscal year ending June 30, 2020. Anderson seconded. All voted in favor, none opposed. Motion passed.

For the first quarter of fiscal year 2021 (ending September 2020), we ran a deficit of \$155,118. That is due largely to some timing differences with respect to Head Start funding. We anticipate making that up at least in part. The start of the year is always slow for fundraising, and we had some higher than anticipated expenses.

Discussion was had concerning our PPP loan, for which we will seek repayment forgiveness once procedures for doing so are clarified.

Sculnick discussed our medical insurance renewal and options considered by the Executive Committee, the decision to approve the renewal, and the associated impacts.

It was also discussed that maintaining a sound financial stature is significant to our eventual charter renewal.

IV. Amendment to Board Bylaws and Training

Motto circulated on October 28, 2020 and led discussion concerning proposed amendments to the bylaws. See Ex. B. Certain of the changes are being made to ensure compliance with Open Meetings Act amendments and changes in law with respect to charter school board member training, which Motto described. Motto additionally described changes that would be made to conform to Head Start requirements.

Sulzer moved to adopt the bylaws as proposed for amendment and to be additionally amended to incorporate changes as required by Head Start. Sculnick seconded, all voted in favor, none opposed. Motion passed.

V. Executive Director, Principal, and Head Start Report

Nolan circulated in advance and led discussion, with Wells and Mikuzis, of the Executive Director, principal, and Head Start combined written report (see Ex. C) and various items of



interest at the school. Lengthy discussion was had concerning reopening plans that are in development, staff support in the remote environment, items of note at the different grade levels, and facilities and technology issues. Barksdale gave a report concerning the appearance of indecent images on certain kindergarten student computers and the steps taken by the school to properly address and escalate the matter. Additional details can be found in the report.

VI. Public Participation

Opportunity was given for public comment.

VII. Adjournment

With no further business, the meeting was adjourned.

The next quarterly meeting of the board will be on February 1, 2021, at 6:00 p.m., via videoconference.

Exhibit A

Finance Committee Report 11.7.20

- I. FYE June 30, 2020 Audit
 - a. We anticipate receiving a “clean” opinion from the School’s auditors, Porte Brown, of the School’s financial statements for the second year in a row, including the following highlights:
 - i. A net operating surplus of \$88,471, without donor restrictions
 - ii. A net operating surplus of \$134,869, taking into account any fundraising with donor restrictions (e.g., funds that were donated with time based or other restrictions not yet fulfilled).
 - b. Net assets at year-end of \$500,333, up from \$365,464.
 - c. We believe that we have successfully responded to the issues that placed the School on “financial remediation” a few years ago (e.g., net surplus, adequate cash on hand), and are expecting to be removed from that status once CPS reviews our audit.
 - d. The draft audit of the Head Start program identified a deficiency in internal control regarding our payroll allocation methods which we will need to address in 2021. The finding did not address the financial statements themselves.
- II. Financials for the first three months of FY2021
 - a. YTD net deficit of \$155,118
 - b. We are hopeful that the deficit will moderate or reverse course somewhat because most of the variance is attributable to two revenue items: (a) lower than expected Head Start funding (\$63k); (b) lower than expected fundraising (\$83k). Some higher than anticipated expenses (computers \$35k; building expense \$20k) also contribute to the deficit.
- III. PPP Loan
 - a. MSE received a \$515k PPP loan in May 2020. We will be seeking approval to waive repayment once the procedures are clarified.
 - b. CPS Inspector General has commenced an investigation into PPP loans granted to charter schools. It is too early to tell what the intent or outcome of this investigation will be.
 - c. Assuming that CPS does not reduce its funding to MSE, the loan forgiveness will enable the School to have a successful year and finance the additional expenses associated with COVID 19.
- IV. Medical Insurance
 - a. Renewal for 12/1/2020 plan year initially came in with a 17% increase.
 - b. Our insurance broker succeeded in negotiating the renewal down to 9%.
 - c. After considering a variety of alternatives, the Executive Committee approved the renewal without any changes in benefits or cost sharing. Employees will pay slightly more for certain plans because the cost sharing percentage is fixed, and the increased cost to the school is about \$40k.
 - d. MSE remains able to offer a very good plan, essentially on a par with the CPS plan.

Exhibit B

Bylaws of ~~T~~he Montessori Network: A Not-For-Profit Corporation

ARTICLE I NAME

The name of the “Corporation” shall be ~~T~~he Montessori Network, currently doing business as d/b/a The Montessori School of Englewood (the “School”) and the Urban Montessori Institute. The Corporation may elect to change its name by a vote of the membership body.

ARTICLE II PURPOSES

Section 1: Not-for-Profit. The Corporation is organized and operated exclusively as a not-for-profit organization with educational purposes in accordance with the Illinois General Not-for-Profit Corporation Act of 1986.

Section 2: Purpose. The Corporation will (1) provide guidance for existing public schools that want to create a Montessori-based classroom; and (2) seek to create tuition-free schools that will have an integrated curriculum combining traditional (Socratic) as well as more progressive (Montessori-based) education methods.

Section 3: Rules. The following rules shall conclusively bind the Corporation and all persons acting on its behalf:

(a) No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

(b) The corporation may be dissolved pursuant to the laws of the State of Illinois. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations operated exclusively for educational purposes as shall at the time qualify as a not-for-profit organization or organizations. Any assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

(c) The Corporation shall not adopt any practice, policy, or procedure which would result in discrimination on any basis prohibited by federal or Illinois law or by City of Chicago ordinance.

ARTICLE III MEMBERSHIP

Section 1: Board of Directors Composition. A Board of Directors (“Director(s)” or “Member(s)”), consisting of at least twelve (12) and not more than seventeen (17) members, including the officers of this organization, will manage the Corporation. At least one of the Directors elected shall be a resident of the State of Illinois and a citizen of the United States. At least one Director elected shall be a parent or guardian of a School student, so long as required by applicable law. In addition, a Director cannot be an employee of the Corporation (with the exception of the Executive Director(s)); ~~or School student, parent, or relative of a network employee, student, or parent.~~

Section 2: Executive Director(s) roles. The Executive Director serves as a de facto, non-voting member of the Board of Directors given the role this position plays in running the Corporation.

Section 3: Board of Directors Nomination, Election, and Tenure. The Executive Committee shall propose candidates for members of the Board of Directors and to fill vacancies on the Board of Directors. Directors shall be elected by a 2/3 vote of a quorum of members during ~~the annual-duly noticed~~ meetings of the Corporation ~~in the same manner and style as the officers of this Corporation.~~ Members and they shall serve for a term of ~~three~~ (3) years from the date of election, or, in the case of members elected to fill a vacancy created by the departure of a member whose term had not expired, for the balance of that unexpired term. Directors who were elected prior to the adoption of these bylaws shall be (i) deemed to have two years remaining on their current term, measured from the date of the meeting adopting these bylaws, if elected at any time during the 2019-2020 school year; or (ii) deemed to have one year remaining on their current term, measured from the date of the meeting adopting these bylaws, if elected at any time prior to the 2019-2020 school year. ~~A system of staggered terms will be implemented (1/3, 1/3, 1/3) once the Board reaches full capacity.~~

~~Each board members may cast one (1) vote with respect to one (1) position or vacancy. An affirmative vote of two-thirds (2/3) of the board members shall be required for election. Board members~~ Directors have no term limits, but they must be re-affirmed for subsequent three-year terms on a 2/3 vote of a quorum of the other Directors at the end of their term.

Section 45: Board of Directors Powers. The Board of Directors shall have the control and management of the affairs and business of this organization, including the selection and hiring of the Executive Director. The Board of Directors shall only act in the name of the organization when it shall be regularly convened by its President after due notice to all ~~the~~ Directors of such meeting.

Section 56: Board of Directors Obligations. Each Member must make reasonable efforts to attend at least 80% of all duly noticed Board meetings and, participate in the Corporation's fundraising efforts, including making reasonable efforts to make a financial contribution to the Corporation of at least \$1,000 at least once per school year, whether directly from the Member or through fundraising efforts (i.e., \$1,000 “give or get” each year).

Section 6: Training. Each Member shall participate in such training as is required by applicable law, including but not limited to: (i) open access training under the Open Meetings Act, 5 ILCS 120/1.05, which as of the adoption of these bylaws requires completion of the Illinois Attorney General's online training program within 90 days of joining the Board; and (ii) governance training under the Charter Schools Law, 105 ILCS 5/27A-5(c-5), which as of the adoption of these bylaws requires during calendar year 2020 for Members elected prior to calendar year 2020, or within one year of election to the Board for Members elected thereafter, a minimum of four hours of professional development leadership training, and a minimum of two hours of professional development training each year thereafter. ~~and either serve on at least one committee as described in Article VI of these bylaws or participate in the School Advisory Board as described in Article VII of these bylaws. Members failing to meet this obligation may be asked to resign their positions.~~

Section 7: Vacancies. ~~Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the term.~~

Section 78: Removal. A ~~director~~ Director may be removed with or without cause. The removal process must begin by motion and approved by a two-thirds majority vote of a quorum of Directors.

Section 89: Compensation. ~~The~~ Directors shall serve without compensation.

ARTICLE IV OFFICERS

Section 1: Officers. The Corporation's officers shall include a President, Vice-President, Secretary, and Treasurer. The Board of Directors may elect or appoint such other officers as it shall deem desirable.

Section 2: Election and Term of Office. The officers shall be elected at any meeting of ~~by~~ the Board of Directors from among its members by a majority vote of a quorum of Directors for a two (2) year term, renewable by a majority vote of a quorum of Directors at the end of each term. Officers elected to their position prior to the adoption of these bylaws shall be deemed to have one year remaining on their current term, measured from the date of the meeting adopting these bylaws. ~~The officers shall be elected at any meeting of the Board of Directors and shall serve until their successors have been duly elected and have qualified.~~ Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors.

Section 3: Removal. Any officer may be removed by a majority vote of a quorum of the ~~Board of~~ Directors whenever, in its judgment, the best interests of the Corporation would be served thereby.

Section 4: Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

Section 5: President. The President shall be the principal executive officer of the corporation and shall supervise and control all of the business and affairs of the Corporation. ~~He~~

~~or she~~The President shall, when present, preside at meetings of the Board of Directors. The President~~He~~ shall sign any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed. ~~He or she~~The President shall also perform all duties incident to the office of President and such other duties as they may be prescribed by the Board of Directors from time to time.

Section 6: Vice-President. In the absence of the President or in the event of his or her death, inability, or refusal to act, the Vice-President, unless otherwise determined by the Board of Directors, shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to him or her by the President or Board of Directors.

Section 7: Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors and of all Executive Committees in one or more books provided for that purpose. The Secretary shall serve as the Corporation's designated Freedom of Information Officer pursuant to 5 ILCS 140/3.5 and satisfy all associated training requirements under applicable law, which at the time of the adoption of these bylaws include open access and annual training under the Open Meetings Act, 5 ILCS 120/1.05, and Freedom of Information Act, 5 ILCS 140/3.5. The Secretary~~He or she~~ will also ensure that all notices are duly given in accordance with the provisions of these bylaws or as required by law, be the custodian of the corporate records and of the seal of the corporation, see that the seal of the Corporation is affixed to all documents the execution of which on behalf of the Corporation under its seal is duly authorized, keep a record of Director and officer elections and term expirations as determined by these bylaws, and perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Section 8: Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation, receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such depositories as shall be selected in accordance with the provisions of these bylaws. The Treasurer will also perform all duties incident to the office of Treasurer and such other duties as from time-to-time may be assigned to him by the President or by the Board of Directors, or by these bylaws

Section 9: Compensation. No officer shall serve the Corporation in any other capacity and receive compensation therefore unless such additional compensation be authorized by the Board of Directors.

ARTICLE V BOARD OF DIRECTORS MEETINGS

Section 1: Annual Membership Meeting. The Corporation's Annual Membership Meeting shall be held every year on a date during October or November to be set by the Board. ~~Once the Board of Directors votes to schedule that year's annual meeting, notice must be posted at~~

~~least five (5) days and no more than sixty (60) days prior to the meeting in a conspicuous location at any school(s) where the Montessori Network is working and on any existing website of the same school(s). All members are invited to attend.~~

Section 2: Regular Meetings. Regular meetings shall be held pursuant to a schedule of regular meetings which shall be established at the beginning of each school year and shall state the regular dates, times, and places of such meetings. ~~Written notice stating the place, day, and hour of the meeting shall be delivered not less than 5 nor more than 60 days before the date of the meeting, or in the case of a removal of one or more members, a merger, consolidation, dissolution or sale, lease, or exchange of assets not less than 20 nor more than 60 days before the date of the meeting, to each member of record entitled to vote at such meeting. The schedule of regular meetings shall be posted in a conspicuous place at any school(s) at which the Montessori Network is then working.~~

Section 3: Special, Rescheduled, and Reconvened Meetings. Special meetings may be called by the Board President when he or she deems it for the best interest of the Corporation. ~~The~~ A majority of Board officers or ~~the~~ a majority of Board members can also call for a special meeting. ~~Notices of such meeting shall be provided to all Board members at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting, and by whom it was called. No other business but that specified in the notice may be transacted at such a special meeting without the unanimous consent of all present at such meeting. Notice of any special meeting shall be posted in a conspicuous place at any school(s) at which the Montessori Network is then working.~~

Section 4: Closed Meetings. The Board may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present taken at a meeting open to the public for which notice has been given as required, for the purpose of considering one of the subjects identified at 5 ILCS 120/2 or as otherwise permitted by applicable law. At any open meeting for which proper notice has been given, the Board may, without additional notice, hold a closed meeting. Only topics specified in the vote to close may be considered during the closed meeting.

Section 54: Quorum. The presence of not less than fifty (50) percent of the Board of Directors or Board Committee shall constitute a quorum and shall be necessary to conduct the business of the Corporation or Committee. ~~A lesser percentage may adjourn the meeting for a period of not more than two (2) weeks from the date scheduled by these bylaws, and the Secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.~~

~~Section 5: Telephone Participation.~~ ~~Members of the Board of Directors or of any committee of the Board of Directors may participate in and act at any meeting of such Board or committee through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other, provided that: (1) a quorum of the Board or of the committee is physically present; (2) a majority of those present allow the absent Board or committee member to participate by audio or video conference; and (3) the absent Board or committee member is physically prevented from attending because of:~~

~~(a) personal illness or disability; (b) employment purposes or the business of the public body; or (c) a family or other emergency. Any Board or committee member who is physically absent for a non-listed reason may participate, but not vote, at the meeting.~~

Section 6: Order of Business. The most recent edition of Robert's Rules of Order shall govern the proceeding of Director meetings to the extent consistent with these Bylaws.

Section 7: Voting. The following voting provisions apply to the Corporation's meetings.

(a) Each director shall have one vote. Such voting may not be done by proxy.

(b) All votes shall be by voice during all meetings except for those meetings during which officers and directors are elected. For election of officers and directors, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

Section 8: Open Meetings Act. All meetings shall be conducted in accordance with the provisions of the ~~Public-Open~~ Meetings Act of the State of Illinois, 5 ILCS 120, as it may be amended, modified, or suspended from time to time through applicable law including the requirement that notice of all meetings shall be given to the public. Notwithstanding any provision herein, these bylaws shall be construed to permit meetings following any such notice, and involving any such means of participation and memorialization or recording, as may be permitted by applicable law in effect at the time of the meeting.

(a) Notice and Agenda. On an annual basis, public notice of the schedule of regular meetings shall be given at the beginning of each fiscal year and shall state the dates, times, and places of such meetings. Notice shall be given by posting a physical copy of the notice at the School and posting the notice to the School website. The notice of the annual schedule of meetings shall remain on the website until a new public notice of the schedule of regular meetings is approved.

An agenda for each regular meeting setting forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting shall also be posted physically at the School and on its website, as well as at the location where the meeting is to be held, at least 48 hours in advance of the holding of the meeting, and shall remain posted until the regular meeting is concluded. The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda.

Public notice of any special meeting except a meeting held in the event of a bona fide emergency (as defined by applicable law), any rescheduled regular meeting, or any reconvened meeting shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the special, rescheduled, or reconvened meeting, but the validity of any action taken by Board which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda.

The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an

announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice under the OMA.

Physical presence. Except as otherwise provided herein, a quorum of members of the Board or committee meeting must be physically present at the location of any meeting.

Remote participation. If a quorum of the members of the Board or committee meeting is physically present, a majority of the remainder may allow a member(s) to attend by other means if the member(s) is/are prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference.

Notwithstanding the foregoing, a meeting may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as the following conditions are met:

(1) the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area;

(2) the President or his or her designee determines that an in-person meeting or a meeting is not practical or prudent because of a disaster;

(3) all members participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony;

(4) for open meetings, members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, including the issued disaster declaration, in which case the public body must make alternative arrangements and provide notice of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link;

(5) at least one member of the Board or Committee is physically present at the regular meeting location, unless unfeasible due to the disaster, including the issued disaster declaration; and

(6) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

(7) Except in the event of a bona fide emergency, 48 hours' notice shall be given of a meeting to be held pursuant to this Section. Notice shall be given to all members, shall be posted on the School website, and shall also be provided to any news media who has requested notice of meetings under the OMA. If the Corporation declares a bona fide emergency pursuant to this section, notice shall be given as set forth above, the officer presiding over the meeting shall state the nature of the emergency at the beginning of the meeting, and the meeting will be subject to the verbatim recording requirements set forth herein.

(8) Each member participating in a meeting by audio or video conference for a meeting held pursuant to this section is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

(9) Open meetings held remotely under this subsection must be recorded via audio or video and made available to the public.

Minutes/Recordings. A roll call of attendance shall be made, and written minutes of all the meetings, whether open or closed, shall be kept. There shall be a verbatim record of all closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to: (1) the date, time and place of the meeting; (2) the members of the public body recorded as either present or absent through a roll call or other means of verifying attendance and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The Board shall review and vote whether to approve the minutes of each open meeting within 30 days after that meeting or at the second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the Board by being posted to the School's website.

Verbatim records may be destroyed no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of a particular recording; and (2) the Board approves minutes of the closed meeting that meet the written minutes requirements. The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session whether (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. Minutes of meetings closed to the public shall be available only after the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

ARTICLE VI COMMITTEES

Section 1: Executive Committee. The Executive Committee shall consist of the Corporation's officers. The Executive Committee shall meet at such times and places as is deemed necessary by the Executive Committee, provided that the Executive Committee shall confer prior

to any meeting of the Board of Directors to establish the agenda of such meeting. The President of the Board of Directors shall serve as Chair of the Executive Committee. Members of the Executive Committee shall not receive salaries for their services. Except as prohibited by the Illinois General Not-for-Profit Corporation Act of 1986, or any other applicable law, the Executive Committee shall be authorized to act on behalf of the Board of Directors in all matters requiring decisions arising between meetings of the Board of Directors. The Executive Committee shall report any action taken by it to the Board of Directors at its succeeding meeting.

Section 2: Committees of the Board of Directors. The Board of Directors, by resolution adopted by a majority of a quorum of the Directors, may designate one (1) or more committees to address concerns common to the operation of the School, including (but not limited to) buildings, finance, human resources, policy, government relations, health and well-being, development/fundraising, and marketing/communications.

(a) Each committee shall consist of at least two (2) or more members of the Board of Directors.

(b) Upon formation of a committee, the Board may grant it the authority to have and exercise the authority of the Board of Directors in management of specified duties of the Corporation. However, the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual member of the Board of Directors, of any responsibility imposed upon them by law.

Section 3: Term of Office. Each member of a committee shall serve until replaced or ~~is~~ removed. Any member of any committee may be removed by a majority vote of a quorum of the ~~Board of~~ Directors whenever in its judgment the best interests of the Corporation shall be served by such removal.

Section 4: Chair. One member of each committee, other than the Executive Committee, shall be elected Chair of that committee by the members of that particular committee. ~~The President of the Corporation shall be the Chair of the Executive Committee.~~

Section 5: Nominations and Elections. Members of each committee shall usually be members of the Board of Directors, and a majority of each committee must be directors, except for such committees appointed by the board relating to the election or process of election of directors. However, non-Board members may serve as members of all committees, except the Executive Committee, if such non-Board members are nominated by the Chair of the committee and approved by the Board.

Section 6: Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 7: Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 8: Rules. Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Board of Directors.

ARTICLE VII SCHOOL ADVISORY BOARD

Section 1: School Advisory Board Purpose. The School Advisory Board is designed to encourage collaboration between the Board of Directors, Executive Director, key staff members (management & teachers), community members, parents, and students.

Section 2: School Advisory Board Creation. The Corporation may be required to create a School Advisory Board as a condition of receiving a charter or contract to operate by Chicago Public Schools. The Corporation may also elect to create a School Advisory Board in the absence of such requirements should it decide that a School Advisory Board serves the Corporation's long-term interests.

(a) The Board of Directors must create a School Advisory Board at least sixty (60) days prior to opening if such a School Advisory Board is a condition of the school's legal obligations to Chicago Public Schools. A School Advisory Board created under these conditions must exist as long as the Corporation is legally mandated to support its existence.

(b) The Board of Directors can vote to create a School Advisory Board at any regular or special meeting should such a School Advisory Board not be a condition of the school's legal obligation to Chicago Public Schools. However, the Board of Directors cannot dissolve the School Advisory Board until either two (years) after its creation or the School Advisory Board elects to return its devolved powers to the Board of Directors and accordingly vote for the School Advisory Board's dissolution.

Section 3: School Advisory Board Composition. The School Advisory Board, if constituted, will consist of at least five (5) and not more than fifteen (15) members composed of the Executive Director, no more than (5) members from the Corporation's Board of Directors (as selected through the provisions of Articles III and IV of these bylaws), and a mix of key staff members (management & teachers), community members, parents, students, and other stakeholders. In order to encourage diversity of perspective, no more than 25% of the School Advisory Board's membership shall be members from the Corporation's Board of Directors.

Section 4: School Advisory Board Nomination, Election, and Tenure. The Executive Director serves as the School Advisory Board chairperson and representative during Board of Directors meetings, and he or she is responsible for conducting meetings pursuant to prevailing standards of order. Upon startup, the Executive Director and participating members of the Board of Directors must publicize the new School Advisory Board and actively recruit potential members. The School Advisory Board can add or remove subsequent members at any time in order to maintain the prescribed composition ratios described in Article VII, Section 3 of these bylaws. Members are added or removed in the same manner and style as the officers of this Corporation, and they shall serve for a term of two (2) years. Each School Advisory Board member may cast one (1) vote with respect to one (1) proposed position, vacancy, or removal. An affirmative vote of two-thirds (2/3) of the School Advisory Board Members shall be required for election. A

member selected to fill a vacancy or removal shall be elected for the unexpired term of his or her predecessor in office.

Section 4: School Advisory Board Powers. The following provisions apply with respect to the School Advisory Board's powers:

(a) The School Advisory Board has express powers to make decisions with respect to concerns of a non-governance, non-financial, or non-academic, nature (e.g. planning of student fundraisers, field trips, certain after-school programs, etc.). These decisions resulting from these expressed powers will be presented to the Board of Directors during its monthly meetings in the form of a notification/consent agenda labeled "Report of School Advisory Board Express Powers" which is prepared by the Executive Director or other School Advisory Board member the Executive Director delegates to do so. The Board of Directors may decide to discuss this notification/consent agenda and subsequently elect to address any issues or concerns resultant therefrom.

(b) The School Advisory Board can also discuss any concern not specifically within its realm of responsibility or express powers and present its suggestions to the Board of Directors. The Board of Directors must address these concerns through a written explanation within fourteen (14) days.

(c) The Board of Directors may elect to devolve additional power or responsibility it deems appropriate to the School Advisory Board, but final accountability for any devolved power or responsibility ultimate rests with the Board of Directors. The School Advisory Board can elect to decline these responsibilities. It can also petition the Board of Directors for additional devolved powers or responsibilities that it may desire.

(d) The School Advisory Board must present its recommendations to the Board of Directors prior to finalizing any action pertaining to its devolved powers or responsibilities. The Board of Directors must vote to approve or deny these recommendations within fourteen (14) days or by the next regular or special Board of Directors meeting, whichever comes first. The Board of Directors must provide a written explanation of any denial of School Advisory Board recommendations within ten (10) days of said denial.

Section 5: School Advisory Board Meetings. School Advisory Board meetings should meet the following standards:

(a) Regular meetings shall be held pursuant to a schedule of regular meetings which shall be established at the beginning of each academic year and shall state the regular dates, times, and places of such meetings. There should be at least one scheduled regular meeting each month.

(b) Special meetings may be called by the Executive Director when he or she deems it for the best interest of the School Advisory Board.

(c) The presence of not less than seventy-five (75%) percent of the School Advisory Board constitute a quorum and shall be necessary to conduct business. A lesser percentage may adjourn the meeting for a period of not more than two (2) weeks from the date scheduled by these bylaws, and the Executive Director shall cause a notice of this scheduled meeting to be sent to all

those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.

(d) Members of the School Advisory Board can participate in and act through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other. Participation in such a meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

(e) The order of business for each meeting should include a roll call, review of minutes of the previous meeting, reports, old/unfinished business review, new business discussion, and adjournments.

(f) Each School Advisory Board Member has one vote. All votes shall be by voice during all meetings.

(g) All meetings shall be conducted in accordance with the provisions of the Public Meetings Act of the State of Illinois, including the requirement that notice of all meetings shall be given to the public.

(h) Though membership in the School Advisory Board is limited by Article VII of these bylaws, non-members may attend School Advisory meetings as observers depending upon available space and the permission of School Advisory Board members. Observers wishing to speak or present during School Advisory Board meeting must either be placed on the agenda by the chairperson prior to the meeting or be granted permission to speak by the chairperson during the course of the meeting. This policy is meant to encourage the spirit of collaboration while minimizing the risk of disruption.

ARTICLE VIII CONTRACTS, LOANS, CHECKS, DEPOSITS AND GIFTS

Section 1: Contracts. The Board of Directors may authorize any officer or agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances.

Section 2: Loans. No loans shall be contracted on behalf of the Corporation, and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3: Checks and Drafts. The Board may adopt a policy regulating the disbursement of funds of the Corporation. In the absence of such a policy, all checks, drafts, or other orders for the payment of money, issued in the name of the Corporation, shall be signed by the Treasurer and countersigned by any one (1) Board officer.

Section 4: Deposits. All funds of the Corporation not otherwise employed shall be deposited to the credit of the Corporation in such depositories as the Board of Directors may select.

Section 5: Gifts. The Board of Directors may accept, on behalf of the Corporation, any contribution, gift, or bequest for the general purpose or for any special purposes of the Corporation.

ARTICLE IX GENERAL PROVISIONS

Section 1: Registered Office and Agent. The Corporation shall have and continuously maintain in the State of Illinois a registered office and a registered agent, and such other registered agents as the Board of Directors may determine.

Section 2: Seal. The Board of Directors shall provide a Corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the Corporation and the words, "Corporate Seal, Illinois."

Section 3: Conflict of Interest. No member of the Board of Directors shall vote on any matter or transaction concerning any individual or entity with which such director has, or within the twelve-month period preceding the vote, had any substantial ownership, employment, fiduciary, contractual, or creditor relationship (any such matter or transaction is hereinafter referred to as a "Conflict"). Each director shall disclose in writing all Conflicts to the Board of Directors prior to the discussion of the underlying matter or transaction by the Board of Directors and shall draw to the attention of the Board of Directors such Conflict at any subsequent meeting at which such matter of transaction is discussed. Following such disclosure, a director shall be entitled to take part in the discussions of the Board of Directors concerning such matter or transaction and shall be considered in determining whether a quorum is present, but shall not be entitled to vote on the applicable manner or transaction. The question of whether a Conflict exists shall, in the absence of certainty, be determined by the vote of a majority of a quorum of disinterested directors present at the meeting called for a purpose of discussing the transaction or matter to which the Conflict relates.

Section 4: Fiscal Year. The fiscal year of the corporation shall be fixed by the Board of Directors.

Section 5: Books and Records. The Corporation shall keep correct and complete books, records, and minutes of the proceedings of the Board of Directors and committees having any of the authority of the Board of Directors. The books, records, and papers of the Corporation shall be subject to inspection by any director. The articles of incorporation and the bylaws of the corporation shall be available for inspection by any member at the principal office of the Corporation.

Section 6: Indemnification. The Corporation shall indemnify all officers and members of the Board of Directors, Executive Committee, and Committees of the Corporation to the fullest extent permitted by the Illinois General Not-for-Profit Corporation Act of 1986. The Corporation shall be entitled to purchase insurance for such indemnification to the full extent as determined by the Board of Directors of the Corporation.

Section 7: Exoneration and Bond. The following provisions apply:

(a) No person acting as a Director hereof shall be required, compelled, or be under any duty to examine, verify, question, or audit the books, records, or accounts of any preceding Director or Board of Directors.

(b) No person named herein or acting hereunder as a director hereof shall be required to give bond as such. If bond shall nevertheless be required for any reason, the cost thereof shall be paid by the Corporation.

(c) No person acting as a director hereof shall at any time be held liable for any mistake of law or fact, errors of judgment, or for any loss coming to the Corporation or any beneficiary hereof whatsoever, excepting only through actual fraud or willful and intentional misconduct on the part of the director to be charged. To the extent permitted by law, the Corporation hereby agrees to defend, indemnify, and hold each director harmless from any and all expenses, costs, damages, loss, or other liability arising out of any act or omission in connection with the administration of the Corporation, except with respect to actual fraud or willful and intentional misconduct of such director.

(d) In every case any additional, alternate, or successor director shall have all and the same respective powers, discretion, duties, rights, ~~and~~ immunities, and emoluments as the directors originally named herein.

Section 8: Amendments. Except as otherwise provided herein, these bylaws or the Corporation's articles of incorporation may be amended or repealed and new bylaws (or amended articles of incorporation) may be adopted by the affirmative vote of two-thirds of the directors then holding office at any regular or special meeting of the Board of Directors at which a quorum is present, provided that at least ten (10) days written notice is given of intention to alter, amend, repeal, or adopt new bylaws (or articles of incorporation) at such meeting.

Section 9: Waiver. Whenever any notice is required to be given under the provisions of the General Not for Profit Corporation Act of Illinois or under the provisions of the Articles of Incorporation or of the Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance at any meeting shall constitute waiver of notice thereof unless the person at the meeting objects to the holding of the meeting because proper notice was not given.

ARTICLE X NONDISCRIMINATION CLAUSE

Section 1. The Montessori Network. Each school supported by The Montessori Network shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. No supported school shall discriminate on the basis of race, color, national, ~~or and~~ ethnic origin in administration of its educational policies, admissions policies, scholarship, ~~and loan, athletic, or other school-administered~~ programs, ~~and athletic and other school-administered programs.~~

Section 2. The Montessori School of Englewood. The Montessori School of Englewood admits students of any race, color, ~~and~~ national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the ~~S~~school. It does not discriminate on the basis of race, color, national, ~~or and~~ ethnic origin in administration of its

educational policies, admissions policies, scholarship, ~~and~~ loan, athletic, or other school-administered programs, ~~and athletic and other school-administered programs.~~

ARTICLE XI GENERAL PROVISIONS

Section 10. Electronic Signatures. Any document requiring the signature of one or more members of the Board of Directors or of one or more employees of the Corporation may be signed by electronic signature.

Adopted September 20, 2010

Revised & Ratified: December 4, 2010

Revised & Ratified: July 17, 2012

Revised & Ratified: November 9, 2013

Revised & Ratified: May 5, 2014

Revised & Ratified: April 22, 2017

Revised & Ratified: November 7, 2020

Joseph L. Motto
Secretary
The Montessori Network

Date

Exhibit C



THE **Montessori School**
of Englewood | A Chicago Public
Charter School

6936 South Hermitage Avenue | Chicago, Illinois 60636

Executive Director Report

11/07/2020

Executive Director

As we continue to navigate remote learning, we continue to keep our reopening plan live: [MSE Reopening Plan Semester One](#). We will be adapting it for semester two when we receive up to date guidelines from CPS. For semester two, one more classroom will receive live instruction at the request of parents. One class will remain remote.

Chicago Public Schools' Office of Innovation and Incubation recommended TMSOE to The Chicago Public Education Fund's Cohort "Tegy." MSE was the only charter school accepted into the program. Myself, Dr. Wells, and Maggie are currently wrapping up a six-week intensive cohort focusing on assumptions about what is possible with a COVID-19 reality. After the cohort wraps up, we will receive additional support going forward.

This past week, indecent images appeared on three of the kindergarten students' computers during remote learning. Cal, our Director of IT, immediately collected the computers, and school administrators called parents. New devices are being distributed to students by IT. The computers in

question were provided to us by CPS. Dr. Wells reported the incident to CPS' Office of Safety and Security and Office of Student Protections. The Office of Student Protections is investigating the matter. Mr. Barksdale filed a report in Aspen. The account that Mr. Barksdale submitted to CPS is attached to this report [Report](#) Mr. Barksdale will attend the board meeting to answer any questions you may have.

The Annual Report was completed and submitted to our design and copy team at Solution Graphics. Our goal is to have it in circulation the week before Thanksgiving.

The IDPH recommended that four leadership team members quarantine due to potential exposure to the COVID virus. TMSOE followed all CDC and IDPH recommendations, and we can confirm that it was not a super spreader event.

Principal

My goal for the first semester was to support the teaching staff during remote learning. I hold weekly meetings with all the level heads and receive detailed updates on the week. It is critical to support and maintain staff, parent, and student relationships and to ensure that our students are getting the best quality education during this difficult time.

- The leadership team is working on revising the school mission statement.
- Conducted several classroom observations
- Held Parent Meetings with the Principal
- Created a weekly reporting form for leadership staff
- Weekly meetings with staff to ascertain teacher and student progress toward goals
- Met with leadership team members to streamline progress reports and report cards
- Rita and I made logistical changes to our preschool remote learning plan.

- Rita and I interviewed and hired a new middle school teacher to replace a math teacher and substitute for planned maternity leave.
- Developed SEL team to address the novel SEL needs of remote learning
- Ms. Raven Garrett and I will attend 'Embracing, Equity, and Diversity' training.

Primary

ERSEA- October 2020:

- This month, I enrolled five children and assisted parents in turning in necessary paperwork and documentation.
- We have made necessary referrals for parents to get dental exams and physicals for their children.
- We currently have a total of 75 children enrolled, and we are recruiting 2-3 times per week.

Disabilities-Head Start

- Teachers have completed the ESI-R and ASQ-SE2 screening on over 85% of their enrolled students. The other 15% have not been enrolled long enough to meet their ESI-R at this point.
- We currently have two IEPs within the system, and we have two newly enrolled students with expired IEPs. We are taking the necessary steps to ensure that these students are receiving the services they require.

Family and Community Engagement

- Ten referrals were made in HS for dental (Precision Dental Care) and physical exams (Friend and Family Healthcare Center).
- The Friends and Family Healthcare Center set up free COVID-19 testing at TMSOE on the playground for employees and community members.

- Assistance was provided for parents to create resumes, apply for a paid 6-week job training program, and receive job leads via email.
- Emergency housing lists were provided to families who faced homelessness and perilous conditions (Trulia, Zillow, Redfin).
- The Salvation Army will be providing families with turkey basket giveaways and Angel Tree Christmas gifts.
- Goodwill provided HS families with \$25 clothing vouchers.
- Parents interested in purchasing a home were given flyers from Starting Point Realty to receive education via a Zoom meeting by licensed lenders and real estate agents.
- Rebuilding Together Metro Chicago applications were given to HS parents for free home remodeling services.

Miscellaneous- October 2020:

- TMSOE was featured in the DFSS CSD spotlight on October 30th. Please see the link below to view the slideshow:
<https://drive.google.com/file/d/11LNnxuimVbWWPTke9ejiIaUzhZboGHxG/view>.
- The Parent Policy Committee held its first meeting on October 28, 2020; the PPC forum will occur on 11-10-2020 via Zoom; the PPC election will occur on November 19, 2020, here at the school between the hours 8 am-3 pm.

Education- October 2020

- Weekly observation of in-school and remote classrooms are conducted to document student work engagement.
- Jone, our Head start Education Coordinator, conducted weekly coaching with six primary classroom teachers.
- Staff conducted a classroom Montessori materials inventory.

- Staff conducted a classroom HeadStart materials inventory.
- The students will participate in teacher-led science experiments and content-based literacy experiences related to the investigations.
- Students engaged in felt-making activities with guest artist Marina Post.
- Jone conducted activities in the garden in collaboration with the Rush student nurses.
- Assist individual classroom garden program development. Students planted bulbs and seeds and completed botany experiments.
- Development of MSE Primary program goals and objectives and a primary Montessori Scope and Sequence is being finalized. Illinois State Standards for pre-school children and Objectives for Development and Learning through the Creative Classroom.
- The current topic of teacher professional development is the observation of students and classrooms.
- Education coordinator supervisors and mentors of two Montessori student teacher interns from Seton Academy.
- Education coordinator mentors two Teach for America Corps member teachers.

Kindergarten

The Fall quarter for our Kindergarten team and students has been progressively getting better each week. Our Kindergarten attendance has been impressive, and students have been showing up and participating in their teachers' lessons. Our teachers have been presenting interactive lessons that keep our Kindergarten students interested in learning and wanting to participate. Our teachers are also making sure that each child gets one-on-one instruction in the afternoons so their students' needs are being met and problem-solving personalized time and instruction with their teachers.

Homework distribution occurs every two weeks, and parents/guardians have done a great job picking up homework packets and turning in old assignments.

Lower Elementary

The Lower Elementary team finished out the semester strong, using their collective problem-solving skills to reach each student effectively. Unique deliverables include:

- We are creating a floor-wide delivery system for parents who cannot pick up learning materials/packets.
- Streamlining report cards and creating rubrics for speaking and listening areas of the curriculum.
- We are reviewing floor-level trends in phonics/ELA and mathematics instruction to identify lagging skills.
- We are offering a wide variety of times for remote conferences with parents.

The teachers are enjoying the phonics professional development they receive from Sarah Cotner from Montessori For All in Texas and believe that it has made literacy practices stronger and is responsible for accelerated student progress in the curriculum's language area.

Upper Elementary

The first quarter of the 20-21 school year has been challenging, but both students and teachers have risen to meet the occasion. Attendance is up, and teachers have fallen into a nice rhythm for classes. The students enjoyed *Merci Suarez* and *The Season of Styx Malone* and are excited about the next set of novels. Mystery Science, mixed with Montessori lessons, has provided an excellent platform for hands-on experimentation. The students look forward

to experimenting days. All classrooms have also safely come together for community time. Pizza, ice cream, and games were featured in these get-togethers. Currently, teachers are preparing for virtual parent/teacher conferences and thinking of creating more safe community opportunities for the students.

The sixth-grade class has had a great quarter - we're consistently impressed with our students' enthusiasm and attendance. Students don't want to leave when class is over! We are wrapping up our first novel unit on *Merci Suarez Changes Gears*, and the level of student discourse and written work in response to the book has been impressive. Ms. Krystal is beginning a pilot program with Spark Shop, a non-profit that brings hands-on engineering presentations into the classroom. Spark Shop developed a STEM curriculum for remote learning, complete with supply kits to allow children to build projects and complete experiments. Ms. Krystal drove around the city for two days to deliver these science kits, plus supplies for a private Halloween party, to all 32 sixth graders. It was worth the trip - we've had a great time designing and building "food machines" and can't wait for our next unit on environmental engineering.

Middle School

First Quarter Message

Now that the first quarter is behind us, I would like to communicate some thoughts and goals for the second half of the semester.

First of all, let's welcome Mia Quellhorst to the team! Ms. Mia will have several roles here (don't we all?!), including working with Ms. Keisha in math and science. Please take some time to introduce yourselves individually to Mia so she can start the getting-to-know-you process. Speaking as someone new to the middle school myself, it will mean a lot.

Thoughts about the first quarter: Where we have been

It's not exaggerating to say that the start of school year 2020 has been unlike any in history. I encourage all of us to bear that in mind as we look back at the ups and downs of the past two months. Students, parents, and educators were

all in uncharted territory, and we had to find, identify, and respond to a set of challenges that literally no one in the history of education has had to contend with. In this environment our middle-school team began the year with much of the staff new to the level (and a team lead completely new to the school). In many cases we were also working with new curricula. That we are now a cohesive team with a strong and positive attitude speaks volumes to the power and the patience that each one of you bring to this work.

Thoughts about the second quarter: Where we are going

I have outlined a plan of action for the team to discuss below, but first I would like to identify a goal of my own: in the second quarter, I intend to be more present in the life of each class. Beyond my own duties as a history/civics teacher, I aim to be more engaged in situations and struggles that are both level-wide and specific to various subjects, teachers, and students. This won't happen overnight, but in the course of the second quarter I hope that we will work together more closely to get ahead of some of the trouble areas that we saw in the first quarter.

Here are some specific areas for us to focus on in the second quarter:

1. Connecting with team members. I would like to set up a recurring weekly check-in with each team member. My preference is a phone call, though emails will sometimes be more useful. This will give me a better overall view of not just how you are doing, but how our students are doing. With this perspective, I will be more able to suggest solutions and advocate for you.
2. Supporting our diverse learners. From what I have been told we are already doing better than in the past, but we still have a long way to go. I will continue to push for more organized and effective support for our students who are still not getting the attention they need (and are legally mandated to receive). It's a frustrating process but we will continue to fight for them. With Leah Jowers as a new member of the SpEd team, I'm hopeful that things will continue to improve.
3. Coordinating assessment. We all have different styles of teaching and therefore of assessment. We need to continue to respect the individual ways we

have of assigning and grading work. That said, there were unsustainable discrepancies in grading from class to class in the past quarter.

We need a levels meeting devoted solely to assessment. The outcome should be a set of rules and guidelines that we all agree to, and all implement. Here are some of the topics for this meeting; I am sure the team will add others:

- As we agreed, there is an expectation of 20 graded assignments over the course of the quarter.
- Weight given to different elements of assessment, like quizzes and participation, will be set at an agreed-upon system across the level. We will need to make some accommodations for differences in disciplines, ie math and reading; this is a topic for discussion.
- Late work should be largely at a teacher's discretion, but let's agree on a level-wide cut-off point at which work will not be given credit.
- We need a level-wide alert policy if a student has less than 70% at progress report time or end of the quarter.
- I will continue to argue that a meaningful part of our assessment should explicitly include Engagement; as a Montessori school, we have an obligation to consider the whole child. This is especially true when it comes to remote learning.

4. Working on a practical way to address attendance. This has proven to be the most frustrating, and sometimes infuriating, challenge of the year. Remote learning has handed us a situation that none of us asked for, and few of us had experience with. Homeroom absences are bad enough, but I think we can agree that the toughest and most damaging absences are from students skipping or "ghosting" individual classes. It results directly in low grades and missing work, which in turn leads to report cards with failing grades.

As a level, we need to recommit to taking attendance for each class, and to communicating missing students to parents and each other. For this we need a shared class attendance log. Daniel created something like this some time

back, but it did not become a level-wide habit (*mea culpa*), and that has come back to bite us.

I'm picturing a spreadsheet like the one we use for homeroom attendance, with each student listed for each class. It will be a headache and there will be a lot of data, but the alternative is what we just saw: missed classes, missing work, failing grades, endless "make-up days," and so on. I don't believe this will solve all of our problems, but if we all record class absences and tardies religiously, we can start to address one of our central attendance problems.

5. Finally, let's all remember that good old Montessori principle, "the relationship teaches." If you have a student with whom you are consistently clashing, or who is not responding to you or your style, we need to work together to improve the situation. My goal is to be more available and present in this area. Now that I feel more familiar with students and parents, and with each of you, I feel more confident in taking an active role in teacher-student relationships. Let's work together to keep these kinds of things from reaching Dr. Wells (or further). My goal is to be there for team members as an advocate and, I hope, a problem-solver.

I am deeply honored to work with all of you. I can honestly say that in two decades as an educator I have never encountered a group of people so dedicated, so caring, and so tireless. We are doing so many things right. The things we struggle with are hurdles, not walls. We'll make it over them.

Special Education

We are continuing to get all of our IEPs into compliance after the shutdown in March 2020.

All eighth graders with IEPs will finish the year with a comprehensive transition plan to ensure their high school success and beyond.

We are beginning to phase Wilson Foundations (phonics-based reading instruction) into our instructional plans. Sarah Beckett and Courtney Simmons (grades 1-3 SPED teachers) participated in training last month, and Trinida Langdon (Kdg Gen Ed) will take the training this month. The goal is to have ALL K-3rd students receive a Foundations lesson each day as an MTSS Tier 1 (whole class) intervention, and targeted, small group “double dose” lessons for students who continue to struggle.

Leah Jowers has re-joined the SPED department and will be working with our sixth grade Diverse Learners. She will provide targeted English Language Arts and Math instruction. We are happy to report that we can meet all IEP minutes, even in the remote setting.

Bilingual/ MTSS:

ISBE has approved the Bilingual program for SY 2020-2021! The Bilingual team has worked hard on building relationships with bilingual families by being in constant communication and providing information about community resources in and outside of our school. The bilingual team has worked on multiple written and oral translations for teachers and administrative departments PreK- 8th to ensure equitable access to information. One of our ESL teachers has created model performance indicators for students on all grade levels to ensure academic content is aligned with students' ACCESS scores. Our ESL teachers go above and beyond to virtually address our students' needs and push forward ELL attendance. They've gone to students' homes to help them log on and dropped off students' work bi-weekly as packet pick up and work exchange doesn't work with every families' schedules. The director of Bilingual plans to carry out three PDs for School Improvement day to set the standard of inclusive instructional practice and cement a schoolwide understanding of the Bilingual program!

The MTSS team has completed universal screener testing and parent conferences, making us ready to begin remote interventions next week, Nov. 9th! The MTSS interventionists were able to meet with families to choose students' academic goals for MTSS interventions. The MTSS team welcomes Mr. Lee to our team to provide supports for 3rd- 8th-grade MTSS interventions. He's jumped right in, and he is eager to get started!

Operations:

Compliance

Open Enrollment for health care began on November 6th. All documents will be processed by the end of November.

Due to virtual learning, MSE completed tabletop compliance requirements, including virtual safety drill scenarios.

Maggie is working with CPS' Training Department to pilot SafeSchools for systematically implementing training for charter schools city-wide.

Building

TMSOE passed the boiler inspection on 10/20 conducted by the City of Chicago.

TMSOE passed the ventilation inspection conducted by CPS.

The engineer completed replacing steam coils.

TMSOE building staff completed touch-up painting on the second and third floors.

Each week every classroom is disinfected by fogging. The disinfectant focuses on all of the touchpoints that spread germs quickly.

Family and Community Engagement & Partnerships

The Family and Community Engagement team hosted their first VAC meeting on September 17th, with fifteen parents in attendance. Please follow this link for notes: [VAC 9/17 Notes](#).

Five TMSOE families received Chromebooks from Something Good in Englewood, a non-profit aiming to create more socio-economic opportunities in Englewood.

TMSOE has partnered with Eco House Chicago. Eco House Chicago's mission is to use sustainability to alleviate poverty. MSE is in the beginning stages of planning a flower farm with Eco House Chicago either on school grounds or next to the vacant lot north of the garden.

The Master Gardeners, sponsored by The Trotter Project, wrapped up for the year this past Thursday. Throughout the summer, The Master Gardeners

beautified the garden in the spring with tulips and produced vegetables to include with our meal distribution over summer.

Rush University Nurses are providing bi-weekly COVID-19 newsletters for families, COVID-19 Dashboard with targeted information for the West Englewood Community, and bi-weekly lessons for our staff regarding COVID-19.

Follow this link to access the most recent update: [COVID-19 Weekly Dashboard](#).

Follow this link for access to an example of one of the lessons: [COVID-19 Lesson](#).

Check-out TMSOE being featured in Eater:

<https://chicago.eater.com/2020/11/3/21547687/world-central-kitchen-soul-and-smoke-mannys-deli-voters-chicago-presidential-election-day>

Technology

- From July 1, 2020, to September 2020, The Tech Team purchased, configured, and distributed more than **385** Chromebooks to students achieving a 1-to-1 status of Computers to Students. This achievement places TMSOE in the highest quartile of Remote Learning Readiness locally and nationwide.
- More than 30 Laptops and Devices were distributed to TMSOE Instructional and Support Staff in August and September to support Remote Learning Requirements.
- From July through August, Administered the TMSOE/NSSI Online Summer Program
- Since October 1, 2020, established a Laptop Triage Activity. This report has approximately **110 units** repaired and re-distributed to TMSOE families/students, maintaining our 1-to-1 status. Currently, this activity constitutes a Cost Savings of ~\$28,000 to the school (\$250 avg. cost for refurbished laptops).

- Continuous improvement, development, and support of the school's G-Suite Environment and Digital Instruction Platforms, including:
 - Lexia
 - Dreambox
 - SeeSaw
 - Amplify Science/Reading

STLS (Student Transition Living Situations)

All students part of the **STLS program** were called **bi-weekly** by our **STLS Coordinator** to check-in on any needs. Our **STLS Coordinator** continues to deliver meals, and essential items to families. Home visits are conducted on Monday, Wednesdays, and Fridays. MSE kept data on all families via a secured Google Drive document to maintain records of communication.

A Private donor is currently donating 35 produce baskets monthly for our families. The baskets are either dropped by a member of the operational team or picked up at the school.

Attendance MSE's K-8th: 89% attendance

MSE rolled out a new attendance plan. To see the list, please visit the [Attendance Plan](#).

Enrollment: Preschool- 75 students

Charter School- 304

Total: 389 students

Fundraising:

Board: \$50,250.00

Corporate: \$9,445.00

Grants: \$50,000.00

Individual: \$10,350.00

Inkind: \$72,000 (Food)

Total: \$192,045.00

