

ADM Board of Directors Meeting

July 14th, 2021

Actions taken:

Approval of Salary Schedule for the upcoming Academic Year. Letters of Agreement for staff members will be distributed in August.

Approval of two performance bonuses (one to be issued during the fall semester and the second to be issued 6/30/2022). The HOS will begin performance assessments and will reinstate the Evaluation Process.

Approval to secure the services of Metro Consulting to recruit a Montessori-endorsed Head of School for ADM. Currently the ADM Search Committee (consisting of Board members, Parents & a staff representative) are evaluating a survey sent to all constituencies of ADM requesting their input on the qualities of a prospective HOS).

Approval of the ADM Employee Handbook & Policy & Procedure Manual for 2021-2022.

Reports:

Two staff members, Tamara Byas and Shannon O'Keefe-Anderson, are in their first phase of the Seton Montessori program for full Montessori endorsement for Lead Teachers.

Steps and Lanes for ADM staff given comparisons to other Montessori schools and preschools that the ranges are to market. ADM minimum wage for employees over 18 was raised to \$15.00 in accordance with City of Chicago guidelines.

ADM President & Vice-President held 15 minute check-ins with staff members assessing their satisfaction with their work environment. All employees were asked to fill out an End of the Year Evaluation to complete this process.

City of Chicago license renewal is underway. City inspectors have been visiting ADM to insure compliance with City codes.