

# Bloomington Montessori School Board of Directors Meeting Minutes

September 13, 2022, 6:00 pm, Online via Zoom

## Board Members Present

- Allison O'Boyle
- Christine Lovelace
- Bridget Stromberg
- Russ Clark
- Rob Danzman
- Janelle Terkhorn
- Hilary Kanyi
- Tracey Warren
- Ge Yan

## Staff Members Present

- Quinn McAvoy
- Jess Davis
- No lead teachers present as it has become optional for them

## Preliminaries

Allison O'Boyle – President – **6:01 pm**

## Welcome

## Statement of Ground Rules

- Treat everyone with respect
- Everyone participates fully
- Avoid interrupting each other
- Stay focused on the topic under discussion
- Start and finish on time
- Know and challenge yourself
- Silence is agreement
- Differing ideas are welcome
- Disagree in private and unite in public
- Do what you say you will do

## Approval of Minutes from April 2022 Board Meeting

- Allison asked for comments, questions, or edits. There were none.
- Janelle motioned to approve the minutes and Russ seconded the motion. The motion was approved.

## Call for Issues Not on the Agenda

- No new issues were added to the agenda.

- Allison had announcements:
  - Next Board meeting will be on October 18<sup>th</sup> instead of October 11<sup>th</sup>
  - In the *BOD Files for Review* on the Google Drive will be any documents for the Board to take a look at prior to the meeting.
  - Please add your contact information to the spreadsheet in the *BOD Files for Review*.
  - The Board should be engaged in the school community and its events. There is a spreadsheet to help make sure that there is at least one Board Member at each BMS event. Please sign up for events that you will attend.
  - Allison is looking for articles and help with the Board Newsletter.

## Finance Committee Report

Bridgett Stromberg – Treasurer – **6:13 pm**

### Financial Review

- The school maintains a strong financial position with \$958,608 in cash and the Live Oak CD. These balances are 14.51% larger than as of August 31, 2021. Long-term liabilities are only \$616,029. About \$350,000 of net assets.
  - Our biggest liability is the mortgage and the deferred tuition.
  - We refinanced the mortgage and lowered the interest rate to 4% from 4.5% in 10.15.2020.
  - Rob suggested watching the difference between the mortgage rate and the investment rates in case we need to pay off the mortgage more aggressively if the rate is higher than what is coming in on investments. Cyndi also recommended this tactic.
- Overall, net income is \$11,112 higher than budgeted for the month. Most of the overage is due to lower-than-budget salary expense.
  - This is due to the position of IT Manager. It was not the whole salary but there is a budget for IT support needs.
- There is a \$2,433 excess expense relative to budgeted amount for Outside Repairs & Maintenance. This related to removing dead trees that fell during a summer storm. The Board approved \$4,500 for the removal of dead trees in June 2022.

### Other Items

- Cyndi noted some pending corrections that are required related to tuition and a year-end closing entry. This should be completed by next meeting.
- The Finance Committee will work during the Fall to create a proposal for policies and best practices for investing. The goal is to develop an initial proposal in October or November, prior to the budget process starting and to meet with potential investment advisors next spring. The goal is to invest the funds currently in the Live Oak CD when the CD matures next year.
- Cyndi and Quinn are working with a consulting firm to review whether BMS can claim a payroll tax refund for the Employee Retention Tax Credit.
  - The rules for this credit have relaxed, which might allow us to retroactively claim the refund.

- The 2021-2022 financial statements will be reviewed by Desmond & Ahern. This is part of our work for keeping our AMS accreditation.

## Governance Report

Janelle Terkhorn – Vice President- 6:27pm

- Governance will be working on a small survey for board members about the orientation meeting.
  - It is expected to be sent out in the next week or so to board emails.
- Updates will be made to the committee charters for governance and nominating.
- We will be looking to define a backup system for the board drive and general document preservation.
- We will be planning and outlining our AMS Board self-evaluation report for when they return to re-evaluate the school.
- We are going to try to recruit two more members for the Board.
- The Nominating Committee must always have a member of the Governance Committee and two other BOD members, a staff member, and a non-Board of Directors parent.

## PAC Report

Tracey Warren – PAC Co-Chair - 6:31pm

### 2022-2023 Committee Members and Meetings

- Adriana Fernandez, PAC Chair; Tracey Warren, PAC Chair; Allison O’Boyle, BOD President; Quinn McAvoy, BMS Head of School; Alex Sinex, Ami Gandhi, Ash Vega, Callie Wood, Carly Carter, Christine Banister , Debbie Herbenick , Eman Biltaji , Ewa Schopp , Jai Holt, Jennifer Pacella, Jennifer Smith, Jermev Stone, Jhondra Funk, Jillian Starr, Joanna Ausborn , Katie Kennard, Katie Pierce , Komal Dhiran, Laura Weiss , Liz Ellis, Michal Rose, Pantea Pishghai, Patrick Shih, Sara Noori , Seema Shah, Shelley Fratianni, Tracey Tresslar
- Meeting Dates: The Parent Action Committee meets on the first Wednesday of every month. We have had two meetings so far this year on August 10th (14 members in attendance) and September 7th (12 members in attendance).
- PAC needs a note-taker.
- PAC would also like it’s own Google Drive for PAC members.
- Focus on how PAC Communicates to the community.
- PAC would like to create a standalone PAC calendar for the BMS website.

### Objectives

- To support the Bloomington Montessori School’s mission and vision through community engagement.
- The PAC will develop a sense of schoolwide community through opportunities for social interaction, engage community volunteer efforts, stage and staff events, support

fundraising, build BMS's presence in the greater community, and provide service-learning opportunities for BMS families within the greater community.

#### 2022-2023 Schedule

- In the 2022-2023 academic year, The PAC plans to host or assist with the following events:
  - Welcome Fair (August 5th, 2022)
  - Food Truck Friday Meet Up (August 26th, 2022)
  - Parents' Night Out, Trivia Night (October 1st, 2022)
  - Fall Festival (October 22nd, 2022)
  - Take & Make: Seasonal Craft (December 2nd, 2022)
  - Take & Make: Food (January 20th, 2023)
  - Community Service Project (February or March 2023)
  - Parent Social/Fundraiser (Saturday, April 1st, 2023)
  - Teacher Appreciation (First week of May 2023)
  - Spring Fling (May 13th, 2023)

#### September 2022 Notes and Updates

- The welcome week event helped introduce new families and parents to PAC and garnered early interest in the possibility of getting involved. 11 new members signed up to join the PAC listserv at this event.
- We have had a good meeting turnout for our first two meetings. Parents have expressed verbal interest in getting involved but we are still struggling to get parents to commit to volunteer initiatives, especially in larger capacities, like for Fall Festival area coordinators.
- The Bloomington Food Truck Friday Meet Up was well attended and a nice way to casually socialize with other BMS families at the start of the year. In the future, I suggest designating a specific area of the park where BMS families can stop by to gather and advertising this along with the other event details. Some parents at this meet up expressed interest in the ability to coordinate these types of gatherings on their own with other families in their child's classroom. It is my recommendation that we consider offering a platform for families to do this, possibly in the form of a phone app like Family. This could be something that PAC helps to set up and oversee, and can also be used to communicate information about PAC events and volunteer opportunities to families.
- Our next event is the "Parent's Night Out Social" on Saturday, October 1st. This event will be a trivia night hosted by Cardinal Spirits and Bloomington Pub Quiz. It will include a small fundraising initiative for the school.
- PAC is currently working on the following events and initiatives:
  - Sending our welcome emails to new BMS families
  - Parents Trivia Night Social on Saturday, October 1st
  - Fall Festival on Saturday, October 22nd

- Allison made a call to the BOD to encourage parents that they talk with to help with the Fall Festival planning. Also, it's a great event for Board Members to make an appearance. We may have a specific attire for the Board to stand out.
- Jess offered to do face/hand painting at the Fall Festival.
- BMS participated in the Fourth of July parade a couple of years. And the PAC community projects used to be out in the community, which wasn't possible during Covid.
- Hilary mentioned that the Chamber of Commerce Young Professionals of Bloomington are looking for volunteer opportunities. Allison was interested in getting more information about who they are and what kind of opportunities they are looking for.

## Executive Committee Report

Allisson O'Boyle – President - 6:55pm

### Committee Business

- The committee welcomed Hilary Kanyi as our at-large Board member for 2022-2023.
- Russ Clark will support as requested on strategic planning work.
- The committee will meet every other month for the 2022-2023 school year, with consultation as needed via e-mail and work primarily conducted via e-mail and Google Drive. The next meeting is scheduled for November 3, 2022.

### PEOP and COVID management

- Received two parent comments requesting mandatory indoor masking for all staff and students. These communications are available for review in the "BOD Files for Review" shared folder on Google Drive. Both parents received replies reiterating that we are following public health recommendations, and that we are continuing to monitor COVID news.
- Monitoring of CDC weekly community levels updates shows that we have moved from a "medium" community level rating to "low" over the past month. Transmission remains high but new hospital admissions and confirmed COVID inpatient cases remain low and relatively stable.

### Strategic Planning

- The committee will coordinate a performance review of the current strategic plan.
- Allison will reach out to other committees and to administration to receive updates and recommendations on each area of the plan. A draft report will be prepared for Exec Committee review by October 12, with draft review occurring at the November 3 meeting. The report will be presented to the Full Board at the November BOD meeting.

### Policy updates

- Three areas are slated for update at this time. Drafts will be available for review within committee by September 22, 2022, with the goal of incorporating feedback prior to a

first reading for the entire Board at the October 2022 meeting. The three areas to be addressed are the current website and social media policy, a weapons prohibition policy (following changes to Indiana State Law), and a community conduct policy.

#### Operations

- Consulted with Quinn on staff updates and student support needs
- Consulted with Quinn on maintenance updates.

#### Development Committee Report

Allison O'Boyle – President - 7:00pm

#### Development Committee Membership and Meetings

- During the summer and the month of August 2022, the Development Committee has worked in the following areas:
  - Committee updates
  - Membership currently includes: Quinn, Jess, Allison, Janelle, Rob, Ge, Mary Beth O'Brien, and Joanna Woronkovicz. Ge and Joanna are new to the committee for the 2022-2023 school year.
  - Meeting scheduling is underway at this time, with a likely meeting to be scheduled mid-October and then following every other month through April.
- A committee meeting was held on August 2, 2022 with Quinn, Jess, Rob, Janelle, and Allison in attendance.

#### Development planning/structural support

- Development committee members participated in the “Welcome Back” from the Board and PAC Event on August 5. Committee members welcomed families, answered questions, sold BMS merchandise, and alerted families to the schedule of events for the year.
- Allison administered a development survey via Google Docs to families and staff.
  - The survey demonstrated a community preference for social events and for passive fundraisers, which are historically not the programs with best performance. This feedback will be incorporated into program planning and communication with supporters.
  - The survey also yielded a list of potential parent volunteers who are interested in development. These volunteers have been contacted and offered development-specific opportunities, and will continue to be recruited for development projects.
- Rob is working on a ROI (return on investment) analysis of our current programming, with a first full draft expected for review by the October meeting.
- Ge and Jess are exploring the features of the FACTS Giving system to determine how to streamline data entry and data maintenance in future.
- The committee is discussing donor program levels and acknowledgments to encourage increased donations/participation over time.

### Development Event Planning

- Development committee members are collaborating with PAC on fundraising elements for the Fall parent social and for the Fall Festival – student art made into items for sale.
- Fall catalog sales are underway with the Charleston Wrap fundraiser
- A new fruit sales event is scheduled for mid-Spring
- The fall community activity (e.g. Fun Run) has been moved to coincide with the spring community festival.
- A larger parent event will likely be planned for the spring in collaboration with PAC.

### Annual campaign

- Jess is developing materials for the annual campaign, including a letter, brochure, and donor cards.
- Allison is reviewing the current mailing list for duplicate entries, incorrect information, and formatting.
- Upcoming planning will include increasing parent and other community testimonials, sourcing donations for our donor acknowledgement program (plants on campus), and planning for a Board kick-off.

### Operations Report

Admin Team: Quinn McAvoy, Jess Davis, Cyndi Williams —7:09pm

### Enrollment Update 2022-2023

<b>Group</b>	<b>Actual 2022-2023</b>	<b>Classroom Capacities 2022-2023</b>	<b>Budgeted Spots</b>
<b>Half-Day</b>	50	54	54
<b>Half-Day Lunch Program</b>	20	20	0
<b>All Day</b>	58	60	60
<b>Lower EL</b>	63	66	57
<b>Upper EL</b>	44	48	45

### Enrollment Notes

- The Hickory half-day lunch program has been reinstated and has 20 participants.
- Five students withdrew before the start of the school year, one withdrew in August, and we deferred two students' enrollment due to readiness. Three of these spots have been filled with children from the waiting list. We are continuing host tours and enrollment visits to fill the openings.

## Staff

- Deanna Gwin, Jacinta Bakoshi, Nancy Dodds, and Jai Holt have joined our staff this school year.
- A new sub-Joanne Batalon was hired, but we are looking for additional subs to join our substitute list.

## Curriculum

- Jess is a mentor teacher to two adult learners, Nick for his Transition to the Teaching program and Sam for his Montessori Training.
- Jess teaches Universe Book lessons in Maple and Walnut to first graders (weekly session in each class).

## Student Services

- Quinn and Jess attended MCCSC team meetings for ISPs for students and led in-house accommodation plan team meetings.
- Quinn and Jess are completing student and classroom observations
- We currently have 50 children receiving tier 2 and 3 support services in the school for various needs. Historically, this is more than double that in a typical school year. MCCSC reports they see similar trends. They have also helped us get extra special education support by adding paraprofessional hours, an MCCSC staff member who has been helping tier 2 and 3 students in all the classrooms. She's wonderful; we're grateful she's here.
- Jess is doing some direct student service intervention (exceptional rate of high needs in the school right now)
  - Kindergarten Orton Gillingham reading intervention group for kids needed additional support
  - Running one twice-weekly lit group in Upper Elementary for students needing extra support

## Parent Education

- Parent Forum: "Welcome to the Progress Report and Benchmarks", September 28<sup>th</sup> at 5:30 pm
- We will have four forums this year.
- Collaborate with PAC to bring these to the BMS community

## American Montessori Society

- Our annual accreditation report was submitted in June

## Advocacy

- Jess is president-elect for the United Montessori Schools of Indiana
  - Planning 2022 Annual Teacher Conference at Trine University (October 22)
- Jess is now also a board member for the national advocacy leadership board, the Montessori Public Policy Initiative

## Professional Development

- All the Staff participated in Civil Rights training. There will be more staff development to come.



- Quinn is completing her dissertation on Montessori benchmarks and assessment
- Jess is working on IU masters program: Teaching, Learning, and Curriculum.
  - Began fall class: School and community partnerships (A510)
- Jess is working on Yoga 300 certification with a focus on teaching yoga to children. (Currently Y200 certified)
- Jess and Eve are speaking at Montessori in the Mountains in September, Estes Park CO (registration is free because they are speakers, hotel covered by grant)
- Jess is a panelist for the Montessori Public Policy Initiative annual conference in October, Washington DC (expenses covered by MPPI)
- Jess is attending webinar 9/9: “Fundraising in a Turbulent Economy”
- Jess is taking a development class called “Building Annual Sustainability” through the IUPUI School of Philanthropy in October.
- Jess is completing two online Classes (through Trillium Montessori):
  - Onboarding Montessori Substitutes
  - Montessori Substitute Orientation Course

### Administrative

- Quinn and Jess are preparing for the upcoming parent forum “Welcome to the Progress Report and Benchmarks”.
- Jess is working with FACTS to build a revamped EC progress report
- Jess is editing and revising benchmark guide based on user feedback
- Quinn and Jess are scheduling tours and enrollment
- Quinn and Jess have been working on the Development Committee
  - Met and discussed annual campaign, ROI, and other goals.
  - Generated annual campaign 2022 letter and logo.
  - Learned basic use of Canva.
  - Gathering development data portfolio to take to October workshop at TFRS
- NSLP
  - April and May Claims filed
  - Annual Report for 2021-2022 filed
  - Obtained Unique Entity Identifier #
  - Updated Procurement Plan and completed the Site Information Sheet
  - Supply Chain Funds Grant received - \$7,033.33
  - Wellness policy review and creation of a student database for direct certification is pending.
- PEOP
  - Continued to attend Department of Education and Indiana State Department of Health briefings monthly
  - Continued updates from Monroe County Health Department.
  - Received about \$1500 from Monroe County Health Department and they will come to do a walk through to see how the funds were used and how further funding might be used.
  - Tracking and documenting all illness absences per PEOP protocol.

## Community Partnerships

- Quinn and Jess met with Indiana University (IU) School of Education regarding partnering to build a Teacher Education Program (TEP). We are meeting with the Montessori Accreditation Council of Teacher Education (MACTE), the TEP accrediting body for Montessori on September 20th. We would also need an affiliate for the program and are pursuing American Montessori Society (AMS). Initial meeting with AMS TEP representative to be determined.
  - Reviewing accreditation handbooks for both MACTE and AMS.
  - Benefits would include perhaps financial contributions to BMS by IU, as well as access to a pipeline of highly qualified, already-certified Montessori teachers (which has significant quality and financial benefits to the school).
  - Timeline of final answer by May 2023, with updates throughout the school year, possible courses starting fall 2023, and possible full program running Fall 2024.

## Facilities

- MAINTENANCE
  - Completed:
    - Tree removal – Lower Playground
    - Dishwasher repair
    - Copier Repair
    - Bathroom sink repair
    - Magnolia flooring, Commons bathroom flooring, Sweetgum bathroom flooring, and Hickory bathroom flooring
  - Pending:
    - HVAC Replacement – Receiving quotes for one of our 12 units
    - Light bulb replacement – a \$10,000 sustainability grant was awarded, scheduling in process. The inspector who did the assessment said that the lighting is what needs to be replaced.
    - Hand sink in Walnut in making noises do to pressure in the plumbing, scheduling in progress
    - Window well replacement in Sycamore – awaiting material delivery

## Communications

- Back to School BOD/PAC Welcome event
- Bi-monthly Newsletters, emails to the community
- Facebook posts
- Event Flyers
- Website updates
- Parent Informational meetings

## Finances as of August 31, 2022

Main checking	\$ 272,201.71
Money market	\$ 120,711.49

CoD-IUCU	\$237,998.29
CoD-Live Oak	\$238,344.12
Fundraising	\$ 82,542.17
Café Account	\$ 7,227.79
Tuition delinquency	\$4,269.25
IUCU Loan balance	\$ 616,029.47

## Closing

Allison O'Boyle – President – **7:31pm**

- Allison thanked everyone for attending.
- No closed session this month.
- Meeting Adjourned: **7:31 pm**

Respectfully submitted by Christine Lovelace, Incoming Board Secretary