

Bloomington Montessori School Board of Directors Meeting Minutes

May 12, 2020, 6:00 pm, online via Zoom

Board Members Present

- Amanda Cook
- Susan Yeley
- Janelle Terkhorn
- Allison O'Boyle
- Leslie Thomas
- Phuong Thang
- Noriko Hara
- Scott Pitkin
- Stacie Farmer

Staff Members Present

- Quinn McAvoy
- Teresa Mandell
- Jessica Davis
- Terri Vilaro
- Anna Wegerson
- Matt Metzler
- Karen Keagle
- Alice Pennell
- April Waxler

Community Members Present

- Tracy Warren
- Christine Lovelace
- Veronika Bardonner

Preliminaries

Leslie Thomas, President – **Time: 6:04 pm**

- Introductions and Welcome
 - Leslie thanked everyone for attending the meeting.
- Statement of Ground Rules
 - Leslie asked where the Ground Rules originated from. Susan said she and Sara Beggs created them.
 - Leslie read through the rules for everyone's benefit.
- Approval of Minutes from April's Board Meeting
 - **Phuong Thang, Treasurer, moved to approve the minutes from the April Board meeting. Allison O'Boyle, Fundraising Director, seconded the motion. The motion carried unanimously with no objections or abstentions.**
- Call for Issues Not on the Agenda
 - There were no new issues added to the agenda.

President's Annual Report

Leslie Thomas, President – **Time: 6:06 pm**

- Leslie began by stating that her three years as President of the BMS Board were all about change. It was the theme of her presidency.
- She said she has been proud to be a part of the school community. She has so much gratitude for the people, including the administration, faculty staff, the Board of Directors, and the school's families.
- Leslie: "The school is special because of our kids. They're inspirational because of their diverse gifts."
- Leslie: "The organizational structure of the school looked different three years ago than it does now, and it will be when Allison moves into her presidency. A lot of hard work has gone into this, a substantial effort by a wide team."
- Leslie: "Looking toward the future: it's in these times of greatest challenge that we discover ways to improve, and we come together to improve them. I have learned so much about our families and friends and different cultures. I am proud to be a part of this strong group of people that come together, especially when we need to be doing the most."

Acknowledgements and Departures

Quinn McAvoy, Head of School – **Time: 6:10 pm**

- Quinn acknowledged the Board of Directors and said she appreciated all their support through her transition into Head of School.
- She said goodbye to the outgoing Board members: Susan Yeley, Scott Pitkin, Noriko Hara, and Stacie Farmer. She acknowledged they will still be there to answer questions if she has them. She knows everything they did as Board members to make BMS amazing will not be forgotten.
- Quinn thanked her amazing team: Lead Teachers, Assistant Teachers, Non-Lead Teachers, After Care Staff, Kitchen Staff, the Admin Team, and Support Staff. She said they are an amazing team, and it shows through their passion.
- She acknowledged several parent volunteers:
 - Parent Ambassadors: Molly Pepper (who also helped substitute in Maple Classroom), Derrick Stomberg, Brynne Marcum, Jeff Rosales, Greg Eismin, Catherine Pearce, and Laura Hanna
 - Michiko Owaki and (?) for creating this year's Yearbook
 - Stephanie Walton and her work with Scholastic Books
 - Ashley Pirani and her work with the PAC
 - Veronika Berdonner, Catherine Pearce, and Greg Eismin for their work on the Fall Festival
- Quinn acknowledged staff who will be leaving the school: Brett Brummet, Maddie McAllister, CeCe Underwood, and Karen Keagle

Operations' Annual Report

Administration Team – **Time: 6:14 pm**

Enrollment

Quinn McAvoy, Head of School

- Quinn: "We have dipped in enrollment and are expected to dip lower due to the current situation. We will look at staffing and cutting costs where we can to stay on budget moving forward."

Table of Year-End Classroom Numbers

Group	May 2020	2019-2020 Budget	Difference
Half Day	39	40	-1

Full Day	7	7	0
All Day	57	58	-1
Lower EL	63	65	-2
Upper EL	35	35	0

Table of Classroom Numbers for 2020-2021

Group	In FACTS 2020-2021	Budget2020- 2021	Difference
Half Day	37	40	-3
Full Day	7	7	0
All Day	52	58	-6
Lower EL	51	62	-11
Upper EL	43	45	-2

Facilities

Quinn McAvoy, Head of School

- Pending Projects:
 - Some work will happen over the summer.
 - Bike rack installation
 - Sycamore classroom remodel will begin the week of May 25th
 - Magnolia playground remodel
 - Roofing repair – Sweetgum Classroom
 - Tree removal
 - Magnolia classroom remodel
- Completed Projects:
 - On-going building maintenance
 - Dumpster Enclosure
 - Main Office – Painted
 - Annex – Storage overhaul
 - Tree removal
 - Installation of fence on Lower Playground
 - Stripping/Waxing of floors
 - COVID deep clean

Personnel

Quinn McAvoy, Head of School/Susan Yeley, Personnel Director

- Steps and Lanes Salary Scale created for implementation in 2020 – 2021
- New staff evaluation system implemented
- Restructuring of the administrative team for the 2020 – 2021 school year
- Hired Lead Teacher for the new 9-12 classroom – Matt Metzler
- Teaching staff (2019 – 2020 school year)
 - Staff no longer with BMS
 - Thea Bennetti
 - Courtney DeMeulenaere
 - Kayla Clemons
 - Amy Oelsner
 - Anna Sichuga
 - Staci Radford-Vincent
 - Bret Brummett
 - New staff
 - Kimmi Perry

- CeCe Underwood
- Tonya McCray
- Olivia Evans
- Madeline McCallister

9-12 Expansion

Quinn McAvoy, Head of School

- To accommodate our student population and meet AMS standards, the current 9-12 program will expand into two classrooms.
- Matt Metzler was hired to lead the new 9-12 classroom and will attend training at CMGS.
- Construction to accommodate the additional classroom is scheduled to start the week of May 25th.

School/Board Development

Quinn McAvoy, Head of School

- ADA Training, August 2019
- Board Development with consultant Russ Clark, January 2020 – March 2020

Strategic Plan

Quinn McAvoy, Head of School

- Strategic planning workshop with consultant Russ Clark, December 2019 – April 2020
- Three-year Strategic Plan created

Finances as of April 30, 2020

Quinn McAvoy, Head of School

- Main checking: \$80,886.14
- Money market: \$151,391.63
- Certificate of Deposit: \$485,421.13
- Fundraising: \$15,515.10
- Café Account: \$312.29
- Financial Assistance given to families as of May 12, 2020: \$7,028
- Delinquencies as of May 12, 2020: \$11,326.65
- PPP SBA loan received April 30, 2020: \$235,500
 - Quinn has been working with Phuong and Clem to allocate where those funds should go.
- The yearend financial report will be presented in August.

Student Services

Jessica Davis, Director of Montessori Programs

- Tier 3 Process
 - We now have a clear process that is being practiced. We will continue to build consistency. We have formal in-house accommodation plans in place for several children and have streamlined our process with MCCSC to put Individualized Service Plans in place for our highest need students. Teachers regularly request student observations, for which a report is generated and shared with the child's team.
 - Jess said she is trying to figure out how to make sure we have things in place, so that students will have what they need as soon as they need them.
- 6th grade placement/graduation/class selection
- Kindergarten speech screenings

- Role of An Aide agreement developed and successful partnership with KPG as a provider of ABA aides for a student.
- CTBS (annual standardized test) ordering, facilitation, and data analysis
- Title III
 - We learned a lot about the Title III process for English Language Learners and adopted an assessment for in-house use.
- In-house intervention
 - Orton Gillingham curriculums for Kindergarten and 1st emergent readers were created as a classroom resource.
 - Reading work with Kindergartners that need extra support.
- Student Connections
 - Jess was fortunate to build and maintain student relationships by having the opportunity to teach several units in classrooms. This included Universe Books for 1st grade, sandpaper letters and math lessons for ages 3-6, nature walks and Writers' Workshop for Kindergartners, drawing classes for 4th-6th grades, Writers' Workshop for 1st-3rd grades, and 6th grade graduation speeches.

Professional Development

Quinn McAvoy, Head of School/Jessica Davis, Director of Montessori Programs

- HOS Professional Development
 - Targeted to Strategic Plan
 - We are doing a nice job of having universalized professional development, but also having individual teachers working on their own professional development to create a well-rounded group of educators.
 - Started doctoral studies in Educational Leadership
 - SIOP training (English Language Learners support)
 - AIMS annual conference
- DMP Professional Development
 - Orton Gillingham deep dive
 - Art education
 - Working with Outside Therapists in a Montessori Environment
 - Differentiating Instruction in the Elementary Classroom for Students with Special Needs
 - Katie Ibes leadership and curriculum development work
 - Drawing
 - AIMS annual conference
 - SIOP training (English Language Learners support)
- Staff Professional Development
 - Katie Ibes curriculum/benchmark development in-service
 - Music education Professional Development for Elementary Teachers
 - Art education
 - SIOP training for two Lead Teachers
 - Mindfulness series for one Assistant Teacher
 - Montessori Bootcamp for one Lead Teacher and one Non-Lead Teacher
 - UMSI Summer and Fall Conference, six Assistant/Non-Lead Teachers

Parent Education

Jessica Davis, Director of Montessori Programs

- Workshop on nurturing executive function by Katie Ibes
- Sexuality Education forum by Lead Teachers

Advocacy

Jessica Davis, Director of Montessori Programs

- Legislative Advocacy
 - Montessori Public Policy Initiative (MPPI) conference
 - Panel discussion about statewide classification of Montessori schools at statehouse
- INPEA membership
- United Montessori Schools of Indiana work
 - Approval coordinator for statewide Montessori school Validation Project
 - Board Secretary
 - Conference presenter
 - Speaking with other Montessori schools through five weekly workshops about distance learning curriculum (?)

Curriculum

Jessica Davis, Director of Montessori Programs

- Benchmark project
 - This has already been INCREDIBLY useful to the school and is a project that will continue to be developed through beta-testing, then publishing to parents.
- Distance Learning
 - Created distance learning benchmarks for March – May
 - Sent surveys to collect parent feedback and used to inform practices
 - Created blog to address parent concerns/requests for resources from survey
- Community connections
 - Herb Farm project with Sycamore and IU School of Alternative Agriculture
 - Community Orchard winter site-check crew and pruning volunteer crew by Sycamore
 - Lower Elementary writing and botany projects incorporated with Mother Hubbard's Cupboard and the Community Orchard in a three-way nonprofit collaboration displayed at City Hall for the month of August.
- School-wide character traits study

AMS

Jessica Davis, Director of Montessori Programs

- Accreditation journey
 - Completed the accreditation self-study; prepared for and hosted the accreditation visit; and am preparing to host a November mini visit to complete accreditation.

Administrative

Quinn McAvoy, Head of School

- Enrollment
 - Updated enrollment procedures and documents; streamlined tours and paperwork
 - FACTS for next year's tuition service
- Revision of documentation and paperwork
 - Bylaws – We are waiting to have it looked at lawyers (or it is already with lawyers?)
 - Policy handbook – We are still looking at adding new policies in reaction to the pandemic.
- Grants
 - \$1,800 reading intervention materials grant
 - \$250 geology curriculum grant (in limbo due to COVID)
 - Monroe County Master Gardeners' Grant (in limbo due to COVID)

- Monies received from the CARES Act
 - Quinn and Jess will be participating in a webinar to find out how those monies can be used.
- Roger's mural-staff collaboration is now complete! Sent picture to Roger and invited him to come see in person when COVID is over.

Technology

Teresa Mandell, IT Manager

- Inventory of all Student laptops and Chromebooks
- Evaluated the status of each device and reported purchasing and replacement costs to IT Chair and HOS
 - Teresa suspects the pandemic has truly demonstrated the age of our equipment. We will have to figure out what to do in terms of equipment needed for distance learning in case something like this happens again.
- Updates for all Windows laptops and Chromebooks as well as updating all iOS machines
 - Student laptops reviewed monthly
- Attending BOD meetings monthly
- Parent Portal maintenance
 - Teresa will not have to do this next year because we will have FACTS.
- Programming of Parent Portal/Lunch selections in PHP and Perl
 - This will be layered into FACTS starting next year.
- Maintaining equipment borrowing/lending procedures for device resources
- Posting to Facebook for events and asks
- Maintaining family invitations to Facebook Groups
- Listserv maintenance
 - Teresa is looking into the ability to generate listservs in FACTS.
- BMS website maintenance (.ORG site)
 - GoMontessori will have to go on the backburner due to the school's current finances, so we will come back to it when we are able to.
- Training for FACTS (lunches mainly and parent setup usage, working with Accountant)
- Tracking of device damage and replacement (WAPS-4 replaced three in Main and one in Walnut and color printer)
- Research and pricing/purchase of school devices
- Activated Gmail for 9-12 students
- Teresa said, regarding distance learning: "The hardware was there when we needed it because we had it, but we need to maintain good quality devices in case something like the pandemic happens again. We need to make sure the teachers have their own devices, so that they have what they need to teach their students."
 - Phuong asked, with the device inventory Teresa did for the budget and while creating a three-year plan based on that, will the plan need to be changed? Teresa: "Absolutely. We will need to figure out what we need after a deep dive of the devices that come back from distance learning. We learned the teachers need something with more power or able to do more things, because the devices the teachers are using are five years old. Zoom means we need something much faster and more powerful.
 - Phuong: "We probably need to look at the three-year plan document, and based on what the teachers need, discuss any changes with Clem." Phuong suggested refreshing that document to find out what we need for next year and see if we need to make room in the budget for additional/newer devices.

- Noriko: “Perhaps besides a wish list from the teachers, we can ask them what problems they faced while using their devices.” Teresa said that is something she wants to find out. Some teachers took their classroom iPads home thinking that was all they needed and discovered they needed more powerful devices to provide distance learning.
- Teresa said she would get some feedback from the teachers and orient herself to something that is a teacher device, and then separate those from the student devices, like Chromebooks. We could move to Chromebooks in the classrooms with a couple of laptops and aim at having higher processing powered PCs for the teachers.
- Noriko thanked the teachers for using all the different online tools they found, like Zoom, to teach our students online.

Development

Karen Keagle, Director of Development and PR

- Karen thanked the Board members for all their time and work and their donations to the school. She said it has been a pleasure to work with the board. She is appreciative for all the Board has done for the school.
- Launched Scrip Fundraising Program
 - \$1,466.71 as of May 8
 - 27 families registered
 - Allison and Quinn are working on implementing a tuition credit option for next year.
- Fall Bulb Fundraiser
 - Provided over 160 bulbs for the school’s grounds and planted them during Fall Beautification
 - Raised \$437.31 in cash.
- Received Charity Gaming Approval from State
 - Required for planned raffle(s) at the Spring Parent Social
 - Can be applied to the Fall rescheduled event
- Spring Parent Social: Help Willow Grow at Southern Stone
 - Planned for April 3
 - Postponed to the fall due to spring COVID-19 Stay-at-Home Orders
 - No money lost from postponing, just donations not raised
- Spring #GivingTuesdayNow effort targeted Willow and Magnolia capital improvements
 - Raised \$1,000
- Scholastic Book Sale
 - Planned for March 30 to April 6
 - Cancelled due to spring COVID-19 Stay-at-Home Orders
 - Provided online purchasing information instead
 - May reschedule for Fall 2020 or Spring 2021
- FACTS Giving
 - Researched the fundraising module of the FACTS suite of services
 - Met (via phone) with representative from FACTS Giving
 - Provided information and cost estimates to Head of School

Other Highlights

Karen Keagle, Director of Development and PR

- Scholarships
 - Provided information to new Head of School on opportunities to expand our scholarship offerings. Karen arranged an early fall meeting for Quinn with Marcus Whited and Meagan Niese at Community Foundation.

- Community Foundation of Bloomington and Monroe County
 - Sagamore Institute
- Staff Appreciation
 - Total raised was just over \$6,500; goal was \$2,500 (email campaign with online giving)
 - In 2019 raised \$1,215.58 (bake sale)
 - In 2018 raised \$1,024 (used book sale)
 - In 2017 raised \$2,000
- Fall Fun Run
 - Net income all sources: \$2,248.57
 - 140 individuals participated, 10 sponsors
 - Fall Fun Run in FY 2018 – 2019 had 100 individuals and no sponsors: \$1,280 gross
 - Fall Orienteering in FY 2017 – 2018: \$301.60 gross
- Sweetgum Plant Sale
 - Raised \$1,083 this year!
 - Class is donating it to the school for COVID-19 related costs
 - Usually goes toward items for their classroom

Fundraising Totals to Date (May 5)

Karen Keagle, Director of Development and PR

- Fundraising Gross: \$22,972.46
- Fundraising Net: \$17,760.41
- Income Awaiting Processing (as of May 8): \$5,106.33
 - PayPal Giving (Staff Appreciation, #GivingTuesdayNow): \$1,857
 - Donation checks: \$2,025
 - PayPal (logowear, yearbooks): \$265
 - Kroger quarterly donation (131 households): \$681.68
 - Panera: \$165.68
 - Scrip from ThankScriping Day, etc.: \$111.97
 - Total: \$5,106.33
- Adjusted Fundraising Net: \$22,866.74
 - Final amounts may be a bit higher
- Goal for Fiscal Year 2019 – 2020: \$30,000
 - Annual Appeal had 100% Board Participation, just over \$3,000 in donations
 - Spring Fundraiser at Spring Fling—cancelled
 - Spring Parent Social—cancelled
 - Billing for Volunteer Hours—suspended
 - Giving consistently ran ahead of last year’s giving month by month.
 - Fiscal Year 2018 – 19 Net at end March 2019 (pre-Gala): \$13,477

PR/Communications

Karen Keagle, Director of Development and PR

- Workshop at Monroe County Public Library
 - “Preparing Your Home as the Center of Learning and Growth”
 - Thursday, February 6, 6:00 – 7:30 pm
 - Led by Quinn, April, and Anna
- Article about Montessori and advertising in H-T Summer Camp Guide
- *Inside Montessori* Screening at Monroe County Public Library
- UMSI documentary
- Informational Display at City Hall “From Seed to Sauce”

- Throughout August 2019
- Maple and Walnut first graders created panels and projects to highlight the life cycle of an apple tree and describe the journey from seed to sauce.
- Informational posters about BMS, Mother Hubbard’s Cupboard, and Bloomington Community Orchard
- Newsletter moved to MailChimp
 - Improves graphics and readability
 - Provides metrics on use
- 2020 Bloomington Street Fair on May 3—postponed
 - Will be rescheduled for later in 2020, more info to come
- Coffee Chats combined with Fundraising Fridays
 - Coffee in the morning and lemonade/cider in the afternoon and combined with Fundraising Friday information about ways to support the school
 - Coffee chats in the Annex and afternoons in the Commons works well
 - Fundraising info benefits from having a food/drink draw (popcorn in the past)
 - Switched to house coffee from Hopscotch to save money.
- Increased BMS logo product line and launched online shopping option
 - Added long-sleeved and baseball-style logo tees
 - Added reusable snack bags, metal water bottles, car magnets
 - Retained embroidered fleeces, baseball caps, reusable grocery bags
- PAC
 - Abbreviated year this year—only Fall Festival held in its original form; Spring Fling and Community Volunteer Day cancelled; Staff Appreciation moved online.
 - Organization continues to be systematized and refined, with clearer focus on its goals and capacities
 - Remains a good way to bring parent community together, enable parents to contribute their skills and voices, and to organize the larger community-wide events
- New BMS Brochure
 - Updated, revised text, updated images, and design
- New BMS logo tablecloth and tri-fold display unit
 - Provides professional informational table for events at BMS and in the community
- Children’s Expo—Cancelled
 - One of our main PR/Marketing opportunities
- Communications about the deaths of teacher Staci Radford-Vincent and a Hickory Parent

Treasurer’s Report

Phuong Thang, Treasurer – **Time: 6:34 pm**

- Phuong prepared a financial update as of April 30th to present at the meeting.
- She and Quinn have plans for how to use the Paycheck Protection Program funds the school received from the federal government.
- Balance Sheet for April
 - BMS Checking and Savings: Most of our accounts have stayed pretty consistent, except the normal checking account decreased by \$7,000.
 - Our cash inflow has decreased in the past month.
 - Our checking account total is fairly consistent with what we were expecting given the current situation.
 - Phuong pointed out the line item called “Other Current Assets”, which is our FACTS system accounting. It is a huge asset, because it is deferring tuition and in the long term,

is considered a liability account. Based on FACTS, we have people registering for next year. We have people promising to pay for next year, but we have a liability to provide them services. This line item is purely to reflect what we have in our FACTS accounting system.

- Profit and Loss for April
 - Net Income: We have a positive net number, though lower than we budgeted for. We normally need to build up a savings account to make up for salaries in June and July. We will have to be conservative in coming months, so we can end with a positive net income number. Quinn and Phuong are looking at cutting unnecessary items from the budget.
 - Academic year tuition is lower than what we budgeted for because of the financial assistance we have given to families. It is still good considering the position we are currently.
 - Total income is \$20,000 less than what we budgeted for, but it's still a good result.
 - Salaries are a little lower. We did not have any substitute teachers, and then we had less expenses for After Care salaries. Some of what we paid is fixed, but there were no additional paid hours.
 - Building operations were mainly fixed expenses, such as utilities and disposal fees.
 - Kitchen expenses: there was a payment in April for expenses from March.
 - The Association Business Expenses were for our consultant on the school's strategic plan.
 - We had an insurance adjustment for salaries and a workers comp expense.
 - We had a little fundraising income that brought us up to \$25,000+.
- Our Paycheck Protection Program (PPP) loan has been approved. We received around \$235,000. Phuong, Quinn, and Clem attended a webinar and learned about allowable expenses for the loan, non-allowable expenses, how to maximize our forgiveness, and how not to overspend. The entire loan may not be forgivable. Clem has given Phuong and Quinn an overview of expenses that the loan will be allowable for. They will try to make maximal usage of it.
- The enrollment in FACTS had a little dip from our previous meeting. Quinn is looking at the situation and trying to be proactive about what financial changes may need to be made in case we continue to drop in enrollment.
- April: "When is Clem retiring?" Quinn: "Shortly. He originally stated he would work through his contract to the end of July." She thinks he will help transition a new accountant sooner rather than later.

Presentation of Board Slate

Amanda Cook, Secretary – **Time: 6:46 pm**

- The Board, through an email vote, amended the school's Bylaws to allow for electronic voting for the Board election this year.
- Quinn sent emails on April 27 to BMS families about how to vote using the app Electionrunner. Voting closed on May 3.
- 155 families were invited to vote. Quinn received votes from 43 families. All families voted to approve the entire slate for the 2020 – 2021 school year.
- Because of a restructuring of the Board, beginning next school year, we will have four Executive Members and several Members At Large.
- Next year's Board of Directors will be:
 - President: Allison O'Boyle
 - Vice President: Leslie Thomas

- Secretary: Amanda Cook
- Treasurer: Phuong Thang
- Members At Large:
 - Todd Schnatzmeyer
 - Janelle Terkhorn
 - Christine Lovelace
 - Russ Clark
- Jennifer Diaz was also nominated as a Member At Large, but she has submitted her letter of resignation effective the end of this school year. We are grateful to her for her service to the Board this year and wish her and her family all the best in the future.

Closing

Leslie Thomas, President – **Time: 6:49 pm**

- Leslie: “It was so good to see everyone here at the last meeting of the year. I send so much love to everyone!”

Meeting Adjourned: 6:50 pm

Respectfully submitted by Amanda Cook, Board Secretary