

Bloomington Montessori School Board of Directors Meeting Minutes

November 10, 2020, 6:00 pm, Online via Zoom

Board Members Present

- Allison O'Boyle
- Amanda Cook
- Janelle Terkhorn
- Christine Lovelace
- Phuong Thang
- Russ Clark

Staff Members Present

- Quinn McAvoy
- Teresa Mandell
- Cyndi Williams
- Anna Wegerson
- Jess Davis
- Nick Beatty

Preliminaries

Allison O'Boyle – President – **Time: 6:04 pm**

- Introductions and Welcome
 - Allison gave a brief welcome.
- Statement of Ground Rules
 - Deferred.
- Approval of Minutes from October's Meeting
 - Before October's meeting minutes were approved, Cyndi noted that the Paycheck Protection Loan the school received was in the amount of \$235,500, not \$235,000 as was written under the heading "Finance Committee Report" in the October minutes.
 - **Janelle Terkhorn moved to approve the October Board of Directors meeting minutes with the addition of Cyndi's correction. Russ Clark seconded the motion. The motion passed unanimously with no objections or abstentions.**
- Call for Issues Not on the Agenda
 - No new issues were added to the agenda.

Executive Committee Report

Allison O'Boyle – President – **Time: 6:07 pm**

- The Executive Committee did not meet prior to the November Board meeting.
- Executive Committee members did communicate via email about the professional development budget, which aspects of will be approved during a closed session.
- Allison said Quinn is working on the budget as well as goal setting with staff.

Finance Committee Report

Cyndi Williams – Accountant – **Time: 6:10 pm**

- Cyndi said that in October, the settlement payment from a former family who had outstanding debt due to unpaid tuition was transferred into the school's savings account.
- Net income for the month of October was \$24,103.07, which means the school almost broke even for the month.

- Some major expenses were paid in November, including a tree that needed to be cut down.
- Admin staff is trying to keep expenses low, which is reflected in the expenses for the month of October.
- Cyndi said she received an email about the Paycheck Protection Program loan and how it should be reflected in the school's accounting books. Melinda Childers, the accountant who files the school's 990 Tax Return, says she won't do anything with the PPP right now because the government is still trying to decide how it should be reflected in tax returns. Cyndi hopes we'll have an answer by December.
- Quinn and Cyndi have started the budgeting process. The Finance Committee will meet this month to go over a draft for the December Board meeting.

Governance Committee Report

Allison O'Boyle – President – **Time: 6:08 pm**

- Amanda submitted a draft matrix for identifying qualities in prospective Board members that would make them beneficial additions to the Board.
- Allison is working on a draft of a new Board manual.
- Leslie completed a charter for the Governance Committee.
- Russ is working on an evaluation piece for Board assessment.
- The Committee will meet in the coming month to start putting together next year's Board.

Operations Report

Admin Team – **Time: 6:13 pm**

Enrollment Update 2020-2021

Quinn McAvoy, Head of School

Table of Classroom Enrollment Numbers (Actual and Classroom Capacities) as of 9 October 2020

| Group | Actual 2020-2021 as of 10/9/20 | Classroom Capacities 2020-2021 | Difference |
|------------------------------|--------------------------------|--------------------------------|------------|
| Half Day – OC AM ONLY | 19 | 24 | -5 |
| Half-Day HSP | 10 | | |
| All Day - OC | 39 | 44 | -5 |
| All Day - HSP | 3 | | |
| Lower EL -OC | 26 | 26 | 0 |
| Lower EL - DL | 21 | | |
| Upper EL - OC | 26 | 33 | -7 |
| Upper EL - DL | 13 | | |

- In the above table, "OC" means "On Campus", "HSP" means "Home School Partnership", and "DL" means "Distance Learning".

Enrollment

Quinn McAvoy, Head of School

- One student from our distance learning program returned to our on-campus program this month.
- A returning student will be re-enrolling into Magnolia November 16th.
- Quinn and Jess plan on sending out a survey to our Distance Learning families to gauge interest in returning to campus for second semester on November 12th. The survey will be due November 19th, giving teachers a month to prepare to change course if necessary.
- Once Admin receive the results from that survey, there will be other surveys on how to assess Distance Learning students as well as how to complete standardized testing. Then, staff will need to determine how to redistribute classrooms and students.

- We have many families reaching out who want to come back on campus in January.

Student Services

Jess Davis, Assistant Head of School

- Direct support services for students who will not be getting their typical in-person services from MCCSC
- Team meetings with families and service providers
- Began work for CTBS (standardized testing) administration
- Upper Elementary ALPS recommendation discussions

Parent Education

Jess Davis, Assistant Head of School

- Progress report forum, completed
- Forum for supporting developing readers (public), completed

Staffing

Quinn McAvoy, Head of School

- Fall Goal Setting meetings have concluded.
- We have hired a new sub, Kaia Krejci.

Professional Development

Quinn McAvoy, Head of School

- Quinn continues with her course work on Educational Leadership
- Jess attended:
 - Distance teaching webinar series through Indiana Department of Education (IN DOE)
 - Enrolled for Orton-Gillingham training for grades 4-8

Administrative

Quinn McAvoy, Head of School

- Insurance policies renewed
- Jess has reconnected with IU School of Education (Jill Shedd) who says that IU is still interested in exploring a partnership as a teacher training program. She says she will be discussing approval/next steps with the Interim Dean of the School of Education and will get back to us.
- Emergency Operations Plan (EOP)
 - Continued to attend Department of Education and Indiana State Department of Health (ISDH) briefings weekly
 - Tracking and documenting all illness absences per EOP protocol
 - Weekly data entry in the ISDH Gateway for School dashboard for the public

Advocacy

Jess Davis, Assistant Head of School

- United Montessori Schools of Indiana (UMSI) governance, advocacy, conference, and validation program committee meetings
- Working with Indiana Montessori schools to build Indiana Non-Public Education Association (INPEA) jurisdiction
- Collaborated on UMSI advocacy 5-year strategic plan with national Montessori Public Policy Initiative (MPPI) leaders

American Montessori Society

Jess Davis, Assistant Head of School

- Reached out to Melanie for action steps during COVID accreditation pause

Curriculum

Jess Davis, Assistant Head of School

- Created and organized materials for distance learning families' weekly pick-ups (Brianne and Quinn disseminate on Fridays)
- Prepped Universe Book materials for first grade
- Supporting the variety of needs of Lead Teachers with huge workloads this year (fewer teachers, more cleaning, some doing both on-campus and distance teaching)
- Sycamore students got the bike rack grant!!!
- Beginning partner project for family food basket project with Monroe County United Ministries (MCUM) as Lower Elementary Winter service project, but it will also extend to the whole school this year to cover their service-project-a-year goals.
- Implementation of the new progress report went smoothly, with positive feedback from Lead Teachers.

Facilities

Quinn McAvoy, Head of School

- MAINTENANCE
 - COMPLETED:
 - Lights/ballasts replaced
 - Tree Removal
 - PENDING:
 - Installation of the bike rack: Need to set-up and coordinate installation
 - Sweetgum ceiling repair: Scheduled for November 15th
 - Magnolia Playground: Estimated completion by November 6th

Technology

Teresa Mandell, IT Manager

- Updated laptops for Sycamore students
- Investigating new Cloud Print services for when Google's CloudPrint is taken down at the end of the year. This affects the Chromebooks and iPads, because its remote printing.
- Reviewed pricing and capabilities and recommended software
- Creating spreadsheets for Current Family Mailings
- Cover front office as necessary
- Add/move students into classrooms in SIS, contacts into listservs, FB, and MailChimp
- Post MailChimp Newsletters to .ORG site
- Vimeo posts and uploads for our videos including Montessori Spiral, Welcome to the New Progress Reports, and Shaping Peace Together
- Report lunch charges to Cyndi and provided her support for National School Lunch Program reporting, finding the right data to reflect lunch numbers accurately. Will work with Cyndi on new spreadsheet to gather numbers necessary for next month
- Worked on new organization for the new GoMontessori site for Quinn
- Watched training videos on FACTS for reports and suggested new documentation to FACTS
- Configure lunch selections for December and sent reminders for parents to sign up for lunches
- Setup seven of eight new Lead Teacher laptops
- Wiped Karen's old laptop to have as backup device should someone need it
- Support for Brianne, Quinn, and Jess to setup Giving Tuesday, learning new video editing skills
- Received eight laptops this month for all the Leads, thanks to Quinn and the CARES Act. Turned them around within two days for the teachers to use.

Development

Jess Davis, Assistant Head of School

- Eat and Earn events
 - September – November: Azzip Pizza
 - October: Noodles and Co, earned \$125.56
- Fall Scavenger hunt: Estimated revenue \$2,100
- Annual Campaign, community kick-off December 1st with Giving Tuesday
- Secured donor match sponsors for Giving Tuesday Annual Campaign kick-off event. Building communication timeline and messaging
- Fundraising 5-year history snapshot
- Met with several community mentors in development (IU Annual Campaign Director, IU Parent Giving Director, Brian Yeley and John Keith) to learn more and gathered info on Professional Development recommendations
 - Jess learned that development depends on data and collection of that data.
 - Cyndi helped Jess learn more about our fundraising in the past.
 - Jess Shared the various ways we've fundraised in the past (Eat and Earn program, catalog sales, Scrip, etc)
 - Cyndi has built an organizational system to categorize and track the various ways we fundraise over the next several years.
 - Jess talked to the person who runs the annual campaign for the IU School of Education and gained advice on how to run our own annual campaign.
 - The fundraising goal for this year is \$38,338.33. Our five year average total is \$28,192.60, but those numbers do not have expenses separated out.
 - We have already raised \$20,943.78 in total for the Annual Appeal, about 50% of our goal.
 - Jess shared the new FACTS Giving and Tracking page that school community members can use to donate to the Annual Appeal.
 - Admin will revisit their fundraising efforts before the end of the year to see how everything went and what worked.
 - Cyndi: "Whenever there was a new fundraising event in the past, someone would create a brand new account for it in QuickBooks. I will instead report each event in QuickBooks as a class. Sometimes expenses were charged to the income amount, but there needs to be a separate expense account for each event, so new fundraising accounts will include new expense accounts. We will see those reflected on the profit and loss statement."
 - There may need to be some checking with parents who have been around the longest to get more information on fundraising efforts in the past.
 - Allison: "Are there some critical things that the Board can do to support Jess as we head into Giving Tuesday?"
 - Jess: "Give me your donation, so I can say you participated. See if you can generate excitement around testimonials. I want a wide variety of people throughout the school represented. Encourage people to tune in on Giving Tuesday on Facebook and Instagram for some live streaming from the Admin Team. Some of the event will be pre-recorded but there will also be live games. We need people to be on there to play."
- Received training and implemented FACTS giving; built annual appeal with live link and progress tracking; entered staff participation as transactions

Communications

Quinn McAvoy, Head of School

- Facebook and Instagram weekly posting
- Bi-monthly Newsletters, emails to community
- Open Stream account started to help create video streaming for our Giving Tuesday Event
- GoMontessori: We are in the process of submitting new content

Parent Action Committee

Christine Lovelace, Member at Large

- Funds raised through the scavenger hunt are estimated around \$2,100. Forty-two families participated and six local businesses sponsored the event.
- 82+ families participated in the virtual Fall Spooktacular
- PAC is creating a process to welcome new BMS families
- Two parent volunteers have taken leadership of the BMS Book Club
- The first semester PAC sponsored service project has been postponed so as not to interfere with the classroom projects.
- The PAC meeting was under-attended, and we hope to inspire more involvement. We could use Board encouragement to enliven interest in attending virtual meetings and helping with events. It's a great way to get to know other families.
- She thanked Jess and Quinn for their help with the Fall Spooktacular.

Finances as of October 31, 2020

Quinn McAvoy, Head of School (or Phuong)

- Main checking: \$63,479.06
- Money market: \$86,144.21
- Certificate of Deposit: \$491,453.39
- Fundraising: \$20,108.44
- Café Account: \$3,884.90
- PayPal: \$1,250.26
- Paycheck Protection Program Loan Forgiveness was fully approved on November 2, 2020.
- QuickBooks fundraising accounts restructured

Strategic Planning

Quinn McAvoy, Head of School

- The Governance Committee is working to finalize their goal within the strategic plan and is also working to develop several resources including a strategic plan "scorecard" which will be used to show goal progress.
- Quinn is working to draft a one-page snapshot of the plan to disseminate to the community.
- Allison is planning on drafting the goals for the Board Governance tab of the Strategic Plan and will send that out for responses

Meeting adjourned: 6:43 pm

Respectfully submitted by Amanda Cook, Board Secretary