

Bloomington Montessori School Board of Directors Meeting Minutes

January 12, 2021, 6:00 pm, Online via Zoom

Board Members Present

- Allison O'Boyle
- Amanda Cook
- Janelle Terkhorn
- Leslie Thomas
- Todd Schnatzmeyer
- Russell Clark
- Phuong Thang
- Christine Lovelace

Staff Members Present

- Quinn McAvoy
- Jess Davis
- Cyndi Williams
- Teresa Mandell
- Alice Pennell
- Robyn Miller

Preliminaries

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

- Welcome and Introductions
 - Allison deferred introductions.
- Approval of Minutes from December's Board Meeting
 - **Leslie Thomas moved to approve the December Board of Directors meeting minutes. Todd Schnatzmeyer seconded the motion. The motion carried with no objections or abstentions.**
- Call for Issues Not on the Agenda
 - No issues were added.

Executive Committee Report

Allison O'Boyle – President – **Time: 6:02 pm**

- Allison said the Executive Committee had very little to report since their last meeting.
- Quinn updated the committee via email about staffing for the upcoming year.
- Quinn also kept the committee and the Board apprised of the ongoing COVID-19 situation in the school. Allison has been updating the Board with current case rate numbers in the county.
- The committee will start having regular monthly meetings, the first at the beginning of February.

Governance Committee Report

Leslie Thomas – Vice President – **Time: 6:03 pm**

- The Governance Committee met in December to finalize the committee charter, a matrix for recruitment of new BOD members and BOD member assessment, and an application for parents or others interested in being nominated to the BOD. The committee also discussed draft materials Allison created for a new BOD Manual.
- The Nominating Committee has become active. Leslie said she has a few people interested in joining it.

- Jess: “Are we doing any advertising outside the school for non-parent Board members? Leslie: “The Nominating Committee is aware of going outside of the school to recruit members. At this time, we’re reviewing applications from in house. Our next step will be reaching out to the broader community. We would be open to how we should generate interest in the Board from people outside of the school. Any thoughts?”
 - Allison: “Once we have looked at the in house applications, and see if they meet the needs of the Board, we can identify some organizations in the community that might meet the needs we have and reach out to them. Some non-profit organizations trade people/experience between their Boards.”
- Nominating Committee is looking for people to replace Phuong and Amanda, both of whom will stay on next year to help onboard new members.
- Cyndi: “Have you reached out to the businesses that have donated to BMS? They might bring some business experience to the Board.”
- Quinn said the committee has an application from an interested grandparent. She suggested maybe asking around IU’s School of Business for finance people.
- Russell: “Maybe we should see if anyone in IU’s School of Education might be interested. They could bring academic, policy, and maybe even Montessori knowledge to the Board.” He said he would be happy to do outreach for the Board on IU’s campus.
- Allison: “We could look at our alumni network and think of alumni parents who might match the strengths we need, who also have the prior knowledge of Montessori education and a connection to the school.”
- Leslie asked everyone to continue to send her ideas on how to get people outside the school to apply for the Board.

Budget Review/Second Reading and Finance Committee Report

Phuong Thang – Treasurer – **Time: 6:10 pm**

- Balance Sheet
 - Phuong said she didn’t see any material changes on the Balance Sheet.
 - The school’s total cash balance decreased approximately \$30,000 compared to December’s balance due to three payrolls and the holiday bonus in December. This was offset by an increase in the school’s fundraising savings account of \$16,000.
 - FACTS tuition—entered on the Balance Sheet as both an asset and liability—is amortized, and both decreased in December.
 - The Paycheck Protection Program Loan is still entered on the Balance Sheet as a liability. Although, the loan forgiveness was received officially on November 2, 2020, Cyndi and Phuong are still working through how to properly account for the forgiveness.
- Profit and Loss
 - Our tuition revenue is trending according to our budget.
 - There was no Aftercare Income recorded in December due to the timing of invoicing. That invoicing was moved to January.
 - The school’s total income came in at approximately \$2,500 below budget.
 - Most of the school’s expenses came in a little lower than budget in December.
 - Salaries came in a bit higher. Three payrolls and the holiday bonus in December were figured into the budget, but they were slightly over due to an unemployment reimbursement of \$4,000.
 - The school’s total expense actuals came in very close to what was budgeted for.
 - Total Year-To-Date (YTD) Net Ordinary Income (prior to fundraising) was \$1,623, which was better than the YTD budget.

- December Fundraising, which included GivingTuesday, brought the school's December fundraising income to \$22,000.
- Leslie: "With the forgiveness of the PPP loan, we're just basically waiting for an accounting function. But come March, we can apply for another PPP loan. Will that be applicable to our current school year? Will we be able to pay for salaries with it, or will it move into the next year's budget?"
- Quinn: "We would apply for the new PPP loan sooner than March. If we get this loan to pay for salaries, with our deficit, we need the money whether it is forgiven or not. We might end up needing to break our CD to pay for it, if it's not forgiven."
- Todd: "Going to round two PPP loan, you have to demonstrate a 25% loss in the same quarter as you did last year. If you don't demonstrate that, you don't qualify."
- Cyndi: "It's close. It's gross revenue they're wanting. I assume they would make us count our fundraising as well. I sent Quinn a table to see if we're close on qualification. In one quarter, we're real close."
- Todd: "It's confusing with the 25% reduction. Prior to that, they were merely looking at forecasting expenses for qualification. There's no quarter you can go back to prior to Q2, because Q1 was not affected by the current situation. I think before we make the application, we should have someone look at our numbers. Because the IRS will audit."
- Phuong: "I saw the change in criteria too. I asked for a schedule that showed the change in our quarters. We might need to see if fundraising is a part of that. Fundraising is dependent on the timing, which would make sense for it to not be a part of our gross receipts. We may need to ask the bank or accountant if that needs to be counted."
- Todd: "As you look at your criteria for quarterly reporting of losses, regardless if you're set up as a cash based or accrual system, you can report it whichever way makes sense. If it's an accrual system that says fundraising gives us \$50,000 next year, we don't have it in hand yet. Donations do go against your revenue stream. There's a lot of confusion right now."
- Allison: "I was looking through info on the new PPP loan on the government website, and I did note that they're putting in an independent review process. So they'll be looking over applications as they come in and not approving them quite as quickly. We should be circumspect on our side to make sure we're sending in the correct documentation."
- Phuong: "Even if we don't meet the criteria for the PPP loan, because of our deficit, we might break our CD like Quinn said to bridge the income loss we're forecasting for this year. We need to make sure what the criteria are and if we qualify. We may need to do a more detailed analysis and get a clearer idea of what to calculate to make sure we are eligible."
- Leslie: "We as a Board need to be ready for if we need to break the CD and how much we'll need to spend to cover the deficit."
- Budget Proposal for 2021-2022, Second Reading
 - The budget proposal was not changed from what was presented in the prior meeting, which was a budget proposal containing both an optimal scenario and worst case scenario.
 - In the past couple years, the Finance Committee has tried to be really conservative in their budgeting process with regards to enrollment numbers, etc. With the current pandemic situation, they remained very conservative while creating their budget proposal for 2021 – 2022, but they also wanted to present a more optimal case scenario to show how it can fluctuate based on changed circumstances:

- Both scenarios are based on current staffing levels. The more optimal case scenario uses maximum enrollment based on current staffing and not maximum classroom capacity, which might require hiring more staff/teachers. If we have lots of interested families wishing to enroll, we could consider hiring more staff based on a cost/benefit analysis.
- The committee proposed a 3% tuition increase and a 2.5% salary increase in both budgets.
- The committee kept most of the school's expenses consistent with the current year because most of them are fixed in nature.
- The budget we end up using next year will be dependent on enrollment interest.
- Allison asked if there were any questions.
- Jess: "Can we approve two budgets or do we need to pick one?"
- Quinn: "This really is just a draft, and I may need to bring a new budget to the Board come August depending on what happens this year."
- Todd: "I agree with Quinn. I had my budget for my organization approved before 2020, and then in June, I revised our budget. We need to prepare ourselves for that possibility. And we need to prepare ourselves that it might be a tougher year financially than 2020. Our proposed budget shows a monstrous division in deficits [\$24,222 versus \$175,912]."
- Quinn: "Those differences are based strictly on enrollment numbers. Last year, we had a school of 230 kids, and now we're at 160 kids. As we continue to run incoming enrollment numbers, it's looking good. People have seen how well we've done with keeping the school open, but we don't know how things are going to go in the next few months."
- Todd: "We need to advertise how well we've done during the pandemic and summarize our successes because that will be a selling point for our school."
- Quinn: "The kinds of protocols we will still have in place will affect things in the Fall. We have waitlists of kids, but we'll need to know how many we can fit into rooms first."
- Jess: "Because we require deposits for incoming students in March and current students in May, people are asking questions about that timeline and are being open about making that deposit and then deciding not to come later. We may have withdrawals in the summer, because they have until August to withdraw."
- Todd: "We need to emphasize our track record, how we've done in the first two waves, and how we're moving into mass vaccination. People will put a high value on how we've kept education in the forefront and how we've adapted from online and in person instruction."
- Leslie: "I would be happy to accept our two part plan with the understanding that the Board will revisit the budget in the summer. This is our best estimate. We'll know a lot more six months from now. We have to brace for more challenges in the next year. I think the budget outlines are wise."
- **Leslie Thomas moved to accept the proposed two part budget plan with the understanding it may be revisited by the Board in the summer. Todd Schnatzmeyer seconded the motion. The motion carried with no objections or abstentions.**

Operation's Report

Admin Team – Quinn McAvoy, Jess Davis, Teresa Mandell, and Cyndi Williams – **Time: 6:38 pm**

Enrollment Update 2020-2021

Quin McAvoy, Head of School

Table of Classroom Enrollment Numbers as of November 2020

Group	Actual 2020-2021 as of 10/9/20	Classroom Capacities 2020-2021	Difference
Half Day – OC AM ONLY	23	24	-1
Half-Day HSP	9		
All Day – OC/HSP	44	44	0
Lower EL -OC	30	33	-3
Lower EL - DL	16		
Upper EL - OC	28	33	-5
Upper EL - DL	11		

- In the table above, “OC” means “On Campus”, “HSP” means “Home School Partnership”, and “DL” means “Distance Learning”. “EL” stands for “Elementary”.

Enrollment

Quinn McAvoy, Head of School

- Three new students joined the school in January, two half-day and one all-day.
- One new upper elementary student will be joining the school at the end of January.
- Intent to Return Forms will be sent out January 14th and due back January 28th. Jess and Quinn are going to see if any past families want to return after withdrawing from the school due to the pandemic.
- New student enrollment process has started.

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
- Prep for CTBS (standardized testing) administration, including opt-in/out survey for distance learners and logistics for testing distance learners to come to campus.
- ALPS process begins this month for interested 6th graders. MCCSC has not yet scheduled the parent meeting or posted timelines for the public, which is unusual. (This meeting is usually in the next few weeks.) Sent a tentative MCCSC draft of the timeline to families with information on the process.

Parent Education

Quinn McAvoy, Head of School

- January 20th: Parent Forum: Mathematical Mind by Amy Hackenburg (open to public through partnership with MCCSC)

Staffing

Quinn McAvoy, Head of School

- Staff Intent to Return Forms due January 15th.
- Staff Peer Evaluations and mid-year check-ins will be held January 22nd – February 1st.
- Olivia’s hours have been reduced by request and Tonya McCray has been rehired to fill those hours.

Professional Development

Quinn McAvoy, Head of School

- Quinn continues with course work on Educational Leadership
- Jess:

- Jess presents at AIMS conference (virtual, typically in Chicago) on curriculum individualization in February.
- Crossroads scheduling moving forward. First workshop for the Board and Staff will be February 15th via Zoom. More details to come. Allison reminded all Board members to make sure they put that date on their calendars.
- Writers' Workshop professional development workshop for Kindergarten – 6th grades lead teachers in Elementary on January 6th
- Working on a schedule for a half-day of Reading professional development workshops for Kindergarten – 6th grades.

Administrative

Quinn McAvoy, Head of School

- Emergency Operations Plan (EOP)
 - In our new EOP: if parents have any tier 1 symptoms, their children must stay home. This is not a CDC guideline. We've had parents running a fever wanting to send their kids to school. Close contacts are only identified by the CDC if they have received positive coronavirus tests as well. We are fortunate to have parents who go above and beyond the minimal requirements to keep our school safe.
 - Todd: "Is this covered in our response outline?"
 - Jess: "It is not covered by COVID guidelines until there's a positive test. Our EOP only covered siblings before. It's reaching to say because a parent has a fever, their kids can't come to school, but we have more control over our student population. This is something we have the privilege to add to our plan due to our parent population."
 - Continued to attend Department of Education and Indiana State Department of Health briefings weekly, as well as connect with local health department.
 - Tracking and documenting all illness absences per EOP protocol.
 - Weekly data entry in the ISDH gateway for school dashboard for public
 - First case of COVID at end of first semester: Protocols went well and no spread. Case filed with state dashboard.

AMS

Jess Davis, Assistant Head of School

- No updates

Curriculum

Jess Davis, Assistant Head of School

- Bike rack grant funds received.
 - Installation: Todd has been by the school to see what can be done regarding installation. Todd said it's on his drawing board.
 - Dedication ceremony
 - Kids disseminate the educational materials they made.
 - Newspaper feature?
 - (Then project will be complete)
- Bloomington MLK Commission setting dates with elementary leads to do virtual social justice presentations this year.

Facilities

Quinn McAvoy, Head of School

- MAINTENANCE
 - COMPLETED:

- Floor stripped/waxed.
- Magnolia gate repaired.
- Fallen tree removed.
- Lower playground repaired.
- Kitchen sink leak repaired.
- Light bulbs replaced (Hickory, Magnolia, and office)
- PENDING:
 - Installation of the bike rack: Need to set-up and coordinate installation.

Technology

Teresa Mandell, IT Manager

- Front office support
- Updated all laptops
- Provided lunch charges to Cyndi
- Printed checks for Cyndi
- Programmed lunch menu, linked/uploaded Lunch Menu to Family Portal, and announced lunch selection openings on Family Portal and sent an email reminder
- Added new students to rosters and transferred students moving from distance learning to onsite (adding/removing from listservs, FB Groups, and MailChimp, etc.)
- Updates to posts and pages on .ORG site.
- Setup printer for Annex printing, stopgap before the new CUPS print server is ready, continuing work on this during the month of?
- Vimeo post of Sycamore class Holiday Program
- Updated mailing list for Annual Fund returned mail. Creating an updated list of our alumni families.
- Teresa said her December tasks mostly included the monthly items of business she normally does.

Development

Quinn McAvoy, Head of School

- \$35,850 raised for Annual Campaign so far.
- We are continuing to get donations through the Annual Campaign.
- Other fundraising activities to date have raised \$7,714.39.
- Community Minute on WFIU, date TBA
- “Concentric Circles” newsletter to donors and alum families (volume 1, issue 1) going out this month through Mail Chimp.
- Kroger, Scrip, and Amazon Smiles featured in December Newsletters.
- Beginning annual report with completed compilation

Communications

Quinn McAvoy, Head of School

- Facebook and Instagram weekly posting
- Bi-monthly Newsletters, emails to community
- Go Montessori: We are in the process of submitting new content

Parent Action Committee

Christine Lovelace, Member at Large

- We have had to rearrange leadership on some projects, which has required a shift in PAC event scheduling.

- Book Club launch still projected for late January.
- New Family Welcome letters are currently being sent out to families who have enrolled this and last semester. Christine has already received replies from families who have received their letters.
- The Winter Service Project to support the Middle Way House Preschool is being planned for mid-January and books have already started being collected. MLK Day launch. This is for their napping campaign.
- Three Winter Virtual Craft Nights are scheduled to help brighten up the cold months. These Zoom crafting gatherings will be in partnership with Bloomington Creative Glass Center (January 29th), Pottery House Studios (February 12th), and Artisan Alley (March 12th).
- The Virtual Tasting and Auction is being postponed until later in the Spring.
- Christine would love more help with the PAC. Please send anyone her way.

Finances as of 12/01/20

Quinn McAvoy, Head of School

- Main checking: \$25,217.09
- Money market: \$86,194.60
- Certificate of Deposit: \$493,469.71
- Fundraising: \$36,069.10
- Café Account: \$4,556.42
- PayPal: \$1,271.26
- New round of Paycheck Protection Program loans approved by Congress. Mark Franklin at First Financial reports that applications are due by March 31, 2021. Applications are set to be given to the banks on January 20, 2021, and they will let us know when it is open for clients.
- 2019 compilation was completed by an outside accountant. It came back last week for the Finance Committee to review.
- FY22 Worse/Best Case scenarios drafted for review.

Strategic Plan

Quinn McAvoy, Head of School

- On January 5, 2021 Bloomington Montessori School was registered as an International Peace Site by the World Citizen Organization. BMS embodies the five principles of this program:
 - SEEK peace within yourself and others
 - REACH out in service
 - PROTECT the environment
 - RESPECT diversity
 - BE a responsible citizen of the world
- BMS will hold a (virtual) dedication ceremony with students as part of our annual peace celebration at the end of February or the beginning of March (TBD). The sustainable bamboo plaques we will be receiving from the World Citizen Organization will be displayed in each building. When the buildings are open again, we hope you will check them out!
- We are excited for this recognition and are committed to continuing our efforts for Peace Education in our school, community, and world!

Closing

- Allison asked for any questions.
- Leslie: "You all do just a good job keeping the school running."

- Jess: “We’ve been wanting to raise our fundraising goals for five years, and now we may be down by \$100,000 because of the pandemic. However, our fundraising total today is around \$47,000. We are on track to reach \$50,000 in fundraising this year.”
- Christine: “Did we give any kind of recognition that we had a COVID case that didn’t spread through the school? We had a great plan with teachers dedicated to health and safety. Thank you everyone!” Quinn: “That’s why we’re updating the EOP.”

Meeting adjourned: 6:53pm