

Bloomington Montessori School Board of Directors Meeting Minutes

October 13, 2020, 6:59 pm, Online via Zoom

Board Members Present

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

Staff Members Present

- Jess Davis
- Quinn McAvoy
- Eve Cusack
- Robyn Miller
- Teresa Mandell
- Cyndi Williams

Preliminaries

Allison O'Boyle – President – **Time: 6:59 pm**

- Introductions and Welcome
 - Deferred
- Statement of Ground Rules
 - Deferred
- Approval of Minutes from September's Board Meeting
 - **Todd Schnatzmeyer moved to approve the minutes from the September Board meeting. Leslie Thomas seconded the motion. The motion carried with no objections or abstentions.**
- Call for Issues Not on the Agenda
 - No new issues were added.

Executive Committee Report

Allison O'Boyle – President – **Time: 7:01 pm**

- The Executive Committee has had two meetings so far and has set up their committee charter.
- Committee Members include:
 - President (Chair) – Allison O'Boyle
 - Secretary – Amanda Cook
 - Treasurer – Phuong Thang
 - Member at Large – Janelle Terkhorn
 - Head of School – Quinn McAvoy
 - Vice President – Leslie Thomas
- The Vice President is generally not considered a permanent member of the Executive Committee, but the committee members discussed it would be important for Leslie to be apprised of what's happening with the school in case something happened to Allison.
- Thus far, the committee has looked at the Board's strategic plan and advised Quinn on a one page summary of the plan to be disseminated to the school community.

- The committee has also consulted with Quinn on the Emergency Operations Plan and on a financial situation with a former BMS family.
- The Executive Committee will be a sounding board for the rest of the Board and will present issues for full Board approval, as needed.

Finance Committee Report

Phuong Thang – Treasurer – **Time: 7:03 pm**

- Phuong updated the Board on financial changes that have occurred since September.
- Cyndi and Quinn spoke with IU Credit Union about lowering the interest rate on the school's mortgage. The credit union was willing to lower the rate from 4.5% to 4% without any adjustments to the school's mortgage terms. This will save the school \$174 a month, or \$2,000 annually. Because it was not considered a full refinancing situation, the bank waived the modification fees.
- A former parent of BMS reached out to the school to negotiate a settlement on their outstanding debt due to past unpaid tuition. They agreed to pay \$24,900, which was received by the school at the beginning of October. The Finance Committee believed this was the best deal they could have negotiated with the family, given they were only paying \$100 a month on their debt.
- With the \$235,000 loan forgiveness from the Paycheck Protection Program and the \$24,900 received from the negotiated settlement, BMS will be at a \$55,000 net positive operating income at year's end.
- Jess said the PPP loan was thanks to Quinn doing all the hard work from the beginning.
- Todd asked if the bank was going to give us some latitude on our debt covenant ratio. Phuong said that if we receive the loan forgiveness from the PPP loan, the bank should be fine with our ratio.
- Phuong added the following clarification in an email to the Board after the meeting:
 - "Yesterday during our Board Meeting, I made a brief statement about the anticipated PPP Loan Forgiveness, and its impact on our 2020 – 2021 Income Statement when we receive the forgiveness.
 - "When we received the funds of this PPP loan, it got recorded on our **Balance Sheet** under Cash/Bank Accounts from the Assets side, and PPP Loan on the Liabilities side. No impact on the **Income Statement** at this moment."
 - "The PPP money received at the end of April 2020 has since been all spent on payroll during the May – July 2020 period."
 - "When we receive the actual loan forgiveness, we can take the PPP Loan off the **Balance Sheet**, and since we don't actually have to pay any money back, we then have to record this as a **gain on debt extinguishment** on the Income Statement at the time of loan forgiveness. On paper this gain increases **our other income by \$235,000 (the loan amount forgiven) on the Income Statement** for the 2020-2021 school year - **but practically seen, we are not actually receiving any cash related to this transaction**. So, it is a gain on paper due to how the accounting works, but not resulting in any actual cash inflow that we can spend."
 - "It helps make our Income Statement look more positive this school year, and as such helps us with meeting the debt covenant ratio. However, from a **normal operational perspective** as a school when looking at our actual cash generating revenue streams (tuition, lunch, registration fees, interest income, etc.) and cash-outflowing expenses (salaries, mortgage, utilities, kitchen expenses, repairs/maintenance, etc.), we are

currently still operating at an anticipated ~\$178,000 loss (previous budgeted loss of \$203,000 plus the \$24,900 settlement money received in October 2020).”

Governance Committee Report

Leslie Thomas – Vice President – **Time: 7:10 pm**

- The Governance Committee has met once and plans to meet quarterly.
- Committee Members include:
 - Vice President (Chair) – Leslie Thomas
 - Secretary – Amanda Cook
 - Member at Large – Russ Clark
 - For this year, Allison O’Boyle and Quinn McAvoy are also members to help the committee get set up for the first time.
- Leslie is working on a draft of the committee’s charter.
- Amanda, with help from Jess Davis, created a Board Competency and Recruitment Matrix to be used for assessing the Board’s efficacy and onboarding new members.
- The committee will work on creating a Board handbook that will include Board roles and responsibilities for continuity.
- Russ will be creating a Board scorecard to evaluate how well the Board is fulfilling the goals of the strategic plan.

Operation’s Report

Administration Team – Quinn McAvoy, Jess Davis, Teresa Mandell, and Cyndi Williams – **Time: 7:11 pm**

Enrollment Update 2020-2021

Table of Classroom Enrollment Numbers as of 9 October 2020

Group	Actual Numbers as of 10/9/20	Classroom Capacities 2020-2021	Difference
Half Day – OC AM ONLY	18	24	-6
Half-Day HSP	10		
All Day - OC	37	44	-7
All Day - HSP	4		
Lower EL -OC	26	26	0
Lower EL - DL	21		
Upper EL - OC	26	30	-4
Upper EL - DL	13		

- In this table, “OC” means “on campus”, “HSP” means “home school partnership”, and “DL” means “distance learning”.

Enrollment

Quinn McAvoy, Head of School

- Three students from our distance learning program have returned to our on-campus program. Two more will be returning in the next two weeks.
- We had two children try to enroll, but they didn’t meet the benchmarks for school readiness. We will see if they can join us later, one in the Spring and one in the Fall of next year.
- One other child is attending with a probationary period of ten days to see if they are a good fit for the classroom.

Staffing

Quinn McAvoy, Head of School

- Fall Goal Setting meetings have started.

AMS

Quinn McAvoy, Head of School

- 2020 Demographics are complete for American Montessori Society.
- Quinn is doing 2020 demographics for the state of Indiana.

Curriculum

Jess Davis, Assistant Head of School

- Created and organized materials for distance learning families' weekly pick-ups (Brianne and Quinn disseminate on Fridays)
- Created video lessons for distance learners
- 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)
- BCO/BMS partnership tree sweater installed in Peoples' Park. Check it out! (Students in the Upper Elementary class knitted about two thirds of the sweater. It was sponsored by the Bloomington Orchard.)
- On October 12, students presented a grant appeal to the BPSC (City government) for bike racks (fingers crossed!)

Parent Education

Quinn McAvoy, Head of School

- Montessori Spiral Parent Forum
- Toileting Parent Forum (in partnership with the library)
- Progress Report Forum
- Preparing an upcoming forum on reading (in partnership with the library)
- International Day of Peace Video
 - Thank you to parent volunteer editor Michiko Owaki!

Advocacy

Jess Davis, Assistant Head of School

- Jess attended:
 - Montessori Public Policy Initiative (MPPI) conference (paid for through UMSI board membership)
 - Each time the CARES Act gets renewed, they rewrite it to exclude private schools. Now, it has a religious rider in it, which does not cover non-profit non-religious schools. Jess was able talk to the legislators directly the night of the Board meeting and explained why Montessori schools should be included. The legislators said they would make certain Montessori and other secular schools will be included in the next rider.
 - Indiana Non Public Education Association (INPEA) school leadership meeting
 - United Montessori Schools of Indiana (UMSI) governance, advocacy, conference, and validation program committee meetings

Professional Development

Quinn McAvoy, Head of School

- Anti-Bias, Anti-Racist training to start 15 February 2021 with Crossroads
 - 8 am – 4 pm, Intro to Systematic Racism
 - Jess said the training is covered by Title funds from MCCSC.

- Jess has also applied for a grant to cover some of the cost, so all the Title funds won't be used.
- Quinn continues with course work on Educational Leadership
- Jess attended:
 - Distance teaching webinar series through Indiana Department of Education (IN DOE)
 - Grant writing and fundraising Professional Development workshops and meetings
 - Trillium workshop on designing elementary distance learning programs

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
- Series of student observations for Student Services Observation Reports on three students
- Team meetings with families and service providers

Administrative

Quinn McAvoy, Head of School/Jess Davis, Assistant Head of School

- Emergency Operations Plan (EOP)
 - Continued to attend Department of Education and Indiana State Department of Health briefings weekly
 - Quinn said she's working to get the message out to the school community about traveling.
 - There is a new COVID Tracking Portal through the Indiana State Department of Health. Quinn and Jess are now responsible for logging positive cases to the state as well as contact tracing connected to those cases. Jess said the state is not doing a great job of including private schools in the info it's sending to public schools.

Facilities

Quinn McAvoy, Head of School

- MAINTENANCE
 - COMPLETED
 - Installation of donated refrigerator
 - Fencing/gate on the open end of the side-yard
 - Magnolia sink repair
 - Lights/ballasts replaced
 - PENDING
 - Installation of the bike rack – Jess is in the process of submitting a new grant proposal
 - Sweetgum ceiling repair—from a roof leak
 - Magnolia Playground (estimated completion on 15 October 2020). They are waiting for their mulch box
 - Tree Removal: Quinn is obtaining quotes. She will send the Board an updated request for approval, which will be around \$5-6,000.
 - Eve wondered if the Board could approve an amount for Quinn to spend before she accepts a bid, because the students haven't been able to use the woods for a while. Quinn said once she has a bid, it will be approved quickly by the Board through email.
 - Quinn met with an HVAC company to discuss the school's systems related to COVID. They said we meet all the requirements for air ventilation. We will use

MERV 13 filters for the winter months, which are rated to trap COVID and other microscopic organisms, but they will use more energy. They will be changed more often, on a bi-monthly schedule than the usual quarterly schedule.

- Janelle had a question about the use of UV light to destroy the coronavirus on surfaces/in the air. Jess said the CDC is not recommending the use of UV light, because it has no proven effectiveness against reducing COVID.

Technology

Teresa Mandell, IT Manager

- Updated laptops
- Created reports for classrooms: Emergency Contact, Parent Contact Info, Allergies & Conditions, Rosters with Date of Birth, Pickups, and Ethnicity and Race
- Add/move students/family contacts into listservs, Facebook groups, SIS, and MailChimp
- Reviewed the GoMontessori quotes with Quinn
- Modifications and updates for .ORG site
 - Corrections to calendars
 - Text-based modifications
 - Inclusion of new resources
 - Posting of newsletters, parent resource documents, and Board of Directors meeting minutes
- Support for Cyndi's National School Lunch Program reporting, finding the right data to reflect lunch numbers accurately, reporting of lunch charges
- Learning to edit videos and investigate Vimeo (pricing and use)
- Configure lunch selections for November and sent reminders for parents to sign up
- Teresa said Quinn has challenged her to work outside of her comfort zone. She has learned how to get a lot of information out of FACTS, which is rewarding for her.
- Quinn and Teresa Looked at the GoMontessori quote from before and decided to get a different quote.
- All the parent forum videos are now hosted on Vimeo, where there are no ads.
- Teresa said everything she does is support for everyone.

Development

Quinn McAvoy, Head of School

- Brianne is working on the smaller, "fun" fundraising events. Jess is concentrating on the larger giving campaigns.
- Eat and Earn events scheduled
 - September – November: Azzip
 - September: Chipotle
 - Completed: Earned \$168
 - October: Noodles and Company
- Charleston Wrap
 - Completed: Earned \$3,259
- Bakery Bake Sale
 - Completed: Earned \$655
- For Small Hands
 - October 9th – 23rd
- Fall Scavenger Hunt: October 24th-October 30th
- Enrolled in FACTS Giving

- Jess and Quinn had a webinar on FACTS Giving. The software will help them to create appeals, take care of donors, and keep contact with donors, etc.
- Annual Campaign
 - Will start with Board and Staff
 - Community kick-off will be December 1st with Giving Tuesday

Communications

Quinn McAvoy, Head of School

- Facebook and Instagram weekly posting
- Bi-monthly newsletters
- Emails to school community
- Vimeo account started to help post Parent Forum videos
- Go Montessori: new website
 - Quinn received a second quote for the quick launch website. Since it is \$500, she doesn't need approval from the Board to implement it. She decided not to go with the custom website, which would have needed approval at over \$2,000.
 - Jess: "The logistics of giving will look different this year. You will go to the school website, and there will be links to certain appeals, like the Annual Campaign or Giving Tuesday. Those buttons will be redirected to FACTS Giving, where you can enter any amount. There will be a box to click for a recurring donation for a sustaining pledge. It will generate an automated receipt. Some parents may receive a more personalized letter in the mail. We should make sure to direct parents to the website and explain which the language used for recurring donations."

Parent Action Committee

Christine Lovelace, Member at Large

- The first planning meeting was on 16 September 2020.
- Co-leads: Christine Lovelace and Katie Kennard
 - They met with Quinn and Allison to come up with a mission for the PAC.
 - The PAC wants to engage the school community and bring everyone together, even though we're in different situations and experiencing BMS in different ways.
 - They also want to try to get reviews on various sites about the school.
- First open PAC meeting scheduled for 21 October 2020
- First Semester events and initiatives:
 - Scavenger hunt
 - Spooktacular: a substitute for the Fall Festival. There will be a spooky story, an experiment, and a costume party through Zoom.
 - Winter coat/clothing drive
 - Book club
 - Building BMS presence in the community
 - Allison: "This is another way we can support and build a sense of community. We should talk up the PAC and participate in events. It will lead to that long term foundation of giving from our parents."

Finances as of 30 September 2020

- Main checking: \$74,266.93
- Money market: \$61,219.57
- Certificate of Deposit: \$490,431.86
- Fundraising: \$19,981.84

- Café Account: \$3,186.60
- PayPal: \$612.00
- BMS's application for Paycheck Protection Program (PPP) Loan Forgiveness was submitted to the Small Business Agency (SBA) on 18 August 2020.
 - On 27 August 2020, the payment deferment relief period for the PPP loan was modified. The bank will notify us when the first payment is due.
 - The SBA has 90 days to respond to our application for forgiveness.
- Quinn negotiated a settlement for tuition recovery from a former BMS parent in the amount of \$24,900!!! The funds have been deposited into our Money Market account.
- Six students qualify for the National School Lunch Program's free lunch.
- We requested and received a lower mortgage rate from IU Credit Union.
 - The rate was updated from 4.5% to 4% with the same terms, and the bank waived the modification fee! The savings will be \$174.17 a month, or \$2,090 annually.

Strategic Planning

Quinn McAvoy, Head of School

- The Governance Committee met and is working to finalize their goals within the strategic plan.
- The committee 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.

Closing

Allison O'Boyle – President – **Time: 7:34 pm**

- Quinn asked for questions. There were none.

Meeting Adjourned: 7:35 pm

Respectfully submitted by Amanda Cook, Board Secretary