

Bloomington Montessori School Board of Directors Meeting Minutes

September 8, 2020, 6:00 pm, Online via Zoom

Board Members Present

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

Staff Members Present

- Quinn McAvoy
- Teresa Mandell
- Cyndi Williams
- Alice Pennell
- Anna Wegerson
- April Waxler

Preliminaries

Allison O'Boyle – President – **Time: 6:11 pm**

- Introductions and Welcome
- Statement of Ground Rules
 - The reading of the Ground Rules was deferred for time.
- Approval of Minutes for July and August's Board Meetings
 - **Leslie Thomas, Vice President, moved to approve the minutes from both the July and August Board Meetings. Todd Schnatzmeyer, Member at Large, seconded the motion. The motion carried with no objections or abstentions.**
- Call for Issues Not on the Agenda
 - There were no new issues added to the agenda.

President's Report

Allison O'Boyle – President – **Time: 6:13 pm**

- Allison began her report by commenting on the BMS community's efforts to keep the school a safe and healthy place for our students during the pandemic.
 - "Our classrooms are still open. Students are masked and distanced and doing well. Thank you to our entire community for that. This could not happen without the help and support from all our families and teachers and staff. It takes effort from all of us. It's been an amazing collaboration."
- Allison highlighted two items in her report:
 - The PAC (which now stands for "Parent Action Committee") will be underway soon. Christine Lovelace will be heading it up with a parent co-leader. Allison and Quinn will also be involved.
 - The PAC will focus on community this year. With a third of BMS students learning from home, the school community feels different. PAC will begin the week of September 14 with a kick-off meeting to lay out some groundwork for

the committee. Then, an email will go out to ask for volunteers for PAC meetings and events. Allison asked Board members to attend the events as much as possible.

- Fundraising is also getting underway this month. Allison stressed working toward meeting the fundraising goal for the year.
 - Quinn, Jess, and Brienne have been putting together different fundraising experiences, such as “Eat and Earn”, and advertising the Scrip website.
 - There will be more opportunities to participate and fundraise in the community. Allison emphasized advertising these events through Facebook and other avenues to let people know how much of a difference fundraising will make for the school this year.

Operation’s Report

Administration Team – Time: 6:19 pm

Enrollment Update 2020 – 2021

Quinn McAvoy, Head of School

Table of Classroom Enrollment Numbers versus Classroom Capacities for 2020 – 2021

Group	Actual 2020-2021	Classroom Capacities 2020-2021	Difference
Half Day – OC AM ONLY	18	24	-6
Half-Day HSP	12		
All Day - OC	36	44	-8
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”. Also, “EL” means the “Elementary”.
- Three students are currently on a wait list for the Lower Elementary. The class needs seven students to create a second on campus classroom.

Staffing

Quinn McAvoy, Head of School

- New sub, Mara Flynn, has been hired.
- A question was asked about substitute teachers and what their training looks like right now.
 - Quinn: “Today, Mara was trained on how to clean. Right now, specific substitutes are designated for a specific pods.”
 - Hickory, Sweet Gum, Maple have designated subs. Sycamore is covered with Nick in the classroom. Magnolia has some flexibility.
 - The school has two subs who can go in any classroom. If they are in a classroom, they should stay with that classroom for a while. If they are moved to multiple classrooms, that breaks the established pods.

American Montessori Society

Quinn McAvoy, Head of School

- Jess attended COVID 19 Pandemic Emergency Operations Plan School Leadership meetings.
- Jess began 2020 – 2021 Demographics Report for American Montessori Society based on data Brianne pulled from enrollment packets.
- American Montessori Society is postponing all accreditation visits this year. Jess and Quinn will need to submit some new elements to AMS before they visit the school next year. The accreditation committee members feel they need to be on site to do the visits and don't feel safe visiting schools right now.

Curriculum

Quinn McAvoy, Head of School

- Created and organized materials for distance learning families' weekly pick-ups (Brianne and Quinn disseminate on Fridays)
- Created video lessons for Early Childhood math, first grade UB projects
- 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)
- Pandemic Emergency Operations Plan Overview presentation
- Parent education video series on supporting readers at home
- Head of School/Assistant Head of School created year-long calendar of parent education forums. Six forums will be open to the public through the library, as community connection.

Advocacy

Quinn McAvoy, Head of School

- As Chair of the United Montessori Schools of Indiana Montessori Advocacy Committee, Jess has made personal phone calls to independent Montessori schools in Indiana regarding the establishment of a Montessori jurisdiction within Indiana Non-Public Education Association. Creating handbooks and such.

Student Services

Quinn McAvoy, Head of School

- Direct support services for students who will not be getting their typical in-person services from MCCSC
- Evaluation referrals
- Phone calls to every parent of a child with an Individualized Service Plan to discuss service options right now and arrange/schedule
- Team meetings with families and service providers
- The MCCSC speech therapist is back on campus to work with students who receive speech services. She works with students outside with partitions.

Professional Development

Quinn McAvoy, Head of School

- All Board and staff members have completed an Americans with Disabilities Act refresher course. Quinn reminded Board members needing their signatures on a form saying they attended the ADA training.
- Distance teaching webinar series through IN Department of Education
- As a Governance Committee member for UMSI, Jess completed a new Board Manual with Indiana Youth Institute consultants.
- Quinn continues with her course work on Educational Leadership.
- FACTS training for staff and admin

- Anti-Bias Anti-Racism (ABAR) training: Quinn met with someone on Friday to set up training. They are looking at dates in February or May, both professional development days, to start training.

Administrative

Quinn McAvoy, Head of School

- Enrollment
 - Tours
 - Inquiry follow-up phone calls
- Pandemic Emergency Operations Plan
 - Continued to attend Department of Education and Indiana State Department of Health briefings weekly
 - Continued updates (community transmission considerations, local provider requirements, etc.). Quinn and Jess will receive a new update on Friday, September 11.
 - Tracking and documenting all illness absences per Pandemic Emergency Operations Plan protocol.
 - Updates to contract tracing procedures (schools now responsible for contract tracing within the school setting and reporting this through the state portal)
 - Reached out to Strike Team Indiana (part of the governor's office) for an Indiana State Department of Health representative to do a walk-through of the school with us and give advice.
- Data Collection
 - Collaborated with FACTS to build interactive progress report based on benchmarks within the FACTS system
 - Working with FACTS to find a way for demographics info to be able to be searched and pulled into reports from enrollment packets.

Facilities:

Quinn McAvoy, Head of School

- MAINTENANCE COMPLETED:
 - "Caution: Students Crossing" sign installed at school exit
 - New signs on Short Street: one "School Crossing" and one "Slow"
 - Leslie said she and Roger had multiple interactions with the city about the right amount of signage on Short Street and where the signs would be placed. She asked Quinn if the new signs were a product of what was decided by the city.
 - Quinn: "I reached out to the city, saying 'We're a school. Short Street needs to be "School Zone" marked. Those signs were installed this week.'" She did not know if the new signs related to the previous conversations Leslie and Roger had had with the city.
 - Tree removal
 - Roof repair
- PENDING:
 - Installation of the bike rack – Jess is in the process of submitting a new grant proposal. We were runners up for the bike rack last year. Jess is working with the Upper Elementary students on the grant.
 - Leslie: "Did we have a grant for the bike rack?" Quinn: "We were not awarded the grant. There were three proposals submitted for the grant. One of those proposals was already accepted."

- The commission was going to partner with Karen to find money for the bike rack, but COVID happened and the project was set aside.
- Magnolia Playground: The rubber groundcover should be finished in the next two weeks. Quinn scheduled to have garden boxes built on the west side of the fence.
- Fencing/gate on the open end of the side-yard

Technology

Teresa Mandell, IT Manager

- Updated all laptops for Windows distribution, driver updates, and printer connections
- FACTS updates (reorganization of prior setup) and making sure rosters in FACTS reflected those maintained by front office for enrollment
- FACTS Lunch programming, staff and parent support, and verification
- Lunch charges for elementary reported to Cyndi (August and September)
- Check printing, etc., (local support for Cyndi)
- Updates and posting of pandemic/emergency documents (.ORG and Family Portal)
- Support office with FACTS attendance
- Covering front office 8 am – 9 am daily; Brianne’s schedule starts at 9 am.
- Created Upper Elementary Student Google Groups
- Continuing to add students to the roster or delete them when they leave.
- Teresa said the school still hasn’t received the laptops she ordered because of delays in shipments related to the pandemic and other schools reopening. She decided to stick with the original purchase order rather than try to change the shipping date. The school won’t be receiving the devices until October.
- Providing IT support to staff and teachers
- Phuong: “How many devices are we expecting to receive?” Teresa: “Eight laptops for lead teachers, and Quinn is getting one because she didn’t get one last year.”

Development

Quinn McAvoy, Head of School, and Allison O’Boyle, President

- Fundraising is now a line item in our budget. We need to fundraise \$20,000 to help make up the gap in our deficits.
 - Janelle and Leslie had questions about what the fundraising money will be used for.
 - Quinn said fundraising can cover initiatives like ABAR training.
 - The fundraising money goes into the school’s fundraising account, and the Board can decide where that money goes, unless it’s earmarked for something specific. Currently, we have almost \$20,000 in the fundraising account from last year.
 - Phuong: “The updated budget shows an operating loss. We want to at least achieve that \$20,000 income to shore up that loss. It’s to show in our Profit and Loss statement that our loss is offset by some income.”
 - There was discussion about the grant writing Jess has been doing for long term initiatives, such as full tuition scholarships for future students.
 - About donors, Allison said, “Everybody has the issues that speaks to their heart depending on the donor. Equity and privileges and advantages are big ones. COVID protection for the teachers and staff has been a big fundraising initiative for the school. The Magnolia playground not so much. Our parent body would be responsive to the needs of our staff and our school.”
- “Eat and Earn” events scheduled
 - September – November: Azzip Pizza

- September: Chipotle
- October: Noodles and Co
- Charleston Wrap
 - September 11th – October 2nd
 - This will go out to the school community as a catalog. The company fundraises for schools through the sale of wrapping paper, home décor, cooking utensils and other products.
- For Small Hands
 - October 9th – 23rd
 - Allison said For Small Hands would go well with Charleston Wrap. Buy holiday presents through For Small Hands and wrap them with wrapping paper from Charleston wrap.
- Scrip: There is a new app for the website and a new raffle happening on the app. Quinn is using the classrooms' FB groups to advertise various fundraising opportunities, like Scrip.
 - Anybody, not just families in the school, can use Scrip and have their credit for using it go to the school.
- Began planning donor informational booklet about the school (quotes, content, etc.)
- Received access information for the library's grant databases so we can have access from our school (or to a greater extent, from their parking lot)
- Jess met with the Community Foundation to develop a scholarship program.
 - She would like to raise \$211,000 to cover one student's nine year tuition. The final goal is to create ten scholarships through the program, worth \$2,110,000.
 - Quinn and Jess are working on a donor database to get big donors from places like Subaru and Toyota. They are also looking outside our school community for funds.
- Jess registered for 3 webinars on effective development and grant writing

Communications

Quinn McAvoy, Head of School

- BMS was highlighted in a recent Herald Times article on schools reopening. They will come back to interview staff about how things are going in the school.
- Facebook Ad
- Bi-monthly Newsletters, emails to community
- Facebook posts

Finances as of August 31, 2020

Quinn McAvoy, Head of School

- Main checking: \$75,086.09
- Money market: \$61,201.96
- Certificate of Deposit: \$489,445.30
- Fundraising: \$19,936.95
- Café Account: -\$53.37
- Our application for Paycheck Protection Program Loan Forgiveness was submitted to the Small Business Administration on August 18, 2020.

Updated Budget Review

Quinn McAvoy, Head of School

- The budget has been updated with current projected tuition revenues and expenses. If we hold at the current student and staff counts, we will run \$203,768 below budget.

Strategic Planning

Quinn McAvoy, Head of School

- Administration and Board Committees are reviewing their priorities within the Strategic Plan in light of the new organizational structure as well as the pandemic.
- Quinn and Allison are formatting a one page document with the Board's strategic planning goals for this year. They are still missing the board governance and the sustainability piece. Once they have those pieces, they will publish a one page document to send out to the school community.

Treasurer's Report and Budget Update

Phuong Thang – Treasurer – **Time: 6:51 pm**

- Phuong stated the draft financials from 2019 – 2020 show a \$22,567 net ordinary loss. Fundraising netted an income of \$24,511, which brings the total net income to \$1,944 for the 2019-2020 school year. This results in a debt covenant ratio of 1.05%. The school should have a minimum debt covenant of 1.20%. Cyndi and Quinn have met with the bank, and they were very understanding. They asked the school to keep them (IUCU) updated on the school's financial situation.
- Currently, the school is budgeting with a projected net loss of \$203,000. Once we receive the forgiveness from the Paycheck Protection Program loan, the entire amount of \$235,000 will be added to our Profit & Loss Statement as other income. We cannot include this loan forgiveness in our updated budget until we receive the forgiveness. Once we receive the forgiveness, this will result in an **adjusted** projected net income of \$32,000 for the 2020-2021 school year. This adjusted figure will bring the school's debt covenant ratio to 1.4% for the year.
- The current budget is based on current enrollment numbers. The Finance Committee updated changes in Aftercare wages and normal salaries.
- Last December/January, a new evaluation bonus for staff was introduced. Because of the pandemic, the committee removed that bonus from the current budget. However, if the school's situation improves and we can do it, we will want to do something for the staff at the end of the year. The holiday bonus is still in the budget for this year.
- Balance Sheet
 - Phuong said there was nothing new to report on the Balance Sheet except the Money Market account dropped because those funds were used to pay for the construction in the Sycamore/Willow classroom.
 - Under "Fixed Assets": the Sycamore/Willow construction is signified as an increase in buildings and improvements in our fixed assets.
- Profit & Loss Sheet
 - On the Profit & Loss Sheet, the budget is representative of the school's updated budget and is up to date with current enrollment numbers.
 - Phuong said the actuals are correlating accurately with what the committee budgeted for.
 - Tuition income was \$1000 more than budgeted, which was good. Aftercare was a little higher than was budgeted. Some anticipated repairs in August didn't happen.
 - Phuong said the August numbers were trending well. She believed the Board and admin should keep a close eye on how the next couple of months went, but the school's finances looked good to her, so far.

Closing

- Alice asked about the dates for the Azzip "Eat and Earn" program. Quinn said families can earn money for the school any time during the month of September by using a code when they order food from Azzip. Azzip is providing this fundraising opportunity to multiple organizations.

- The Chipotle fundraising opportunity will be advertised soon. The Noodles & Co. opportunity still needs to be confirmed.
- Allison said the new Scrip app is called Raise Right. Restaurants like Chipotle and Noodles & Co. are in the app. Cash back to schools earned on chain restaurant gift cards bought through the app is 8%. Families can “double dip” by buying gift cards through Scrip and using them at restaurants participating in fundraising for the school.
- Todd: “Are we seeing a good return on Amazon Smile?” Quinn said we get about the same amount of donations from the Amazon and Kroger fundraising programs. She said she would be advertising about both opportunities next month.
- Leslie thought the upcoming parent forums looked fun.

Meeting Adjourned: 7:05 pm

Respectfully Submitted by Amanda Cook, Board Secretary