

Bloomington Montessori School Board of Directors Meeting Minutes

February 9, 2021, 6:00 pm, Online via Zoom

Board Members Present

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

Staff Members Present

- Quinn McAvoy
- Jess Davis
- Teresa Mandell
- Cyndi Williams
- Eve Cusack
- April Waxler
- Anna Wegerson

Preliminaries

Allison O'Boyle – President – **Time: 6:05 pm**

- Introductions and Welcome
 - Allison welcomed everyone to the meeting.
- Approval of Minutes from January's Board Meeting
 - Leslie Thomas moved to approve the minutes from the January BOD meeting. Janelle Terkhorn 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.

Executive Committee Report

Allison O'Boyle – President – **Time: 6:09 pm**

- The Executive Committee met on Thursday, February 4. Many of the issues they discussed are covered in the Admin's Operations Report.
- The committee established a regular timeframe for meeting, the Thursday before each monthly Board meeting. It's a time to get to know each other better and to create a closer working relationship with Quinn. The committee also uses the time to check in on what's been happening in the school during the past month.

Finance Committee Report

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

- Balance sheet
 - The main changes Phuong noticed on the Balance Sheet were:
 - The first Paycheck Protection Program loan forgiveness has been accounted for. The school received the forgiveness on November 2. Phuong and Cyndi were

waiting for the accountant to give them input on how to account for it in the school's financials.

- They removed the PPP from the Balance Sheet as a liability and have recoded the \$235,000 on Profit and Loss Sheet as "Other Income". The Year to Date (YTD) number has been updated, so now the school's YTD net ordinary income YTD looks like \$245,000. It's not really a cash inflow, because we don't have any cash outflow to account for that balance.
 - Our FACTS tuition had a \$115,000 decrease, because it has been amortized.
- Income Statement:
 - The school's tuition revenue was a little lower than what we budgeted for in January, but we have some new students who started in February, so that should increase the amount of tuition the school receives next month.
 - Aftercare income is a little higher than usual. December's income wasn't recorded because of the timing of invoicing. It was included in the January P&L, instead.
 - Building Operations were a little lower than what we budgeted for. Building expenses may pick up in the coming months due to weather and any maintenance issues that might arise.
 - Kitchen expenses were also lower. The invoices in January were from December, and since we had a two week break in December, that made the expenses lower.
 - The school's Net Ordinary Income for January 2021 came out to be a little over \$11,000.
 - We've been able to manage our expenses pretty well. We're staying pretty close to what we've budgeted for operations-wise
 - April mentioned that traditionally we have had 30 or 31 students in the All Day EC classrooms. Due to the pandemic, the classrooms have a max of 22 students this year. "How does the budget for next year with having only 22 students in each class feel for everyone and how will it work in the long term?"
 - Phuong mentioned that she and Quinn presented two different versions of next year's budget to the Board in prior meetings.
 - The worst case scenario proposal is based on current staffing numbers, but lower enrollment. We would have an anticipated net loss of \$203,000.
 - The positive, best case scenario proposal is based on max enrollment numbers with our current staffing numbers.
 - If we have more interest in enrollment, then we could consider increasing enrollment and hiring more staff. If we go back up to 30 students, we would need to look at going back to the appropriate number of staffing in each classroom.
 - Jess: "We're out of compliance with AMS right now, because it's a 10-1 student/teacher ratio for AMS. We really should have 20 students in each class."
 - Quinn: "We really don't have the space for social distancing with more students in the Sweet Gum room. Robyn's class has 24 students, but with April's class, 22 students are all that can fit in that space."
 - Quinn: "Should certain restrictions be lifted, we can look at changing the student/teacher ratios. We have the waitlists to enroll more students and to get more staffing to cover those students. We're just waiting to see what the rules and safety measures will be to keep everyone safe."
 - Leslie: "There was a conversation about revisiting the budget proposals and everything else in July when we have a clearer idea of it all before going into the next school year."

Governance Committee Report

Leslie Thomas – Vice President – **Time: 6:20 pm**

- The Nominating Committee will be working this week to advance the applications they've received so far for next year's Board. The committee have two applications to focus on, currently.
- The Governance Committee will hear from Leslie next week about scheduling their quarterly meeting.

Operations Report

Admin Team – **Time: 6:22 pm**

Enrollment Update 2020-2021

Quinn McAvoy, Head of School

Table of Classroom Enrollment Numbers as of February 5, 2021

Group	Actual 2020-2021 as of 2/5/21	Classroom Capacities 2020-2021	Difference
Half Day – OC AM ONLY	24	24	0
Half-Day HSP	10		
All Day – OC/HSP	44	44	0
Lower EL -OC	31	33	-2
Lower EL - DL	16		
Upper EL - OC	29	33	-4
Upper EL - DL	11		

- In the table above, "OC" means "on campus", "HSP" means "home school partnership", "DL" means "distance learning", and "EL" means "elementary".

Enrollment

Quinn McAvoy, Head of School

- Four new students joined the school in February: two in the Half Day Early Childhood class (one on campus, one home school partnership), one in the Lower Elementary (a reenrolled student), and one in Upper Elementary (a brand new student).
- Returning student Enrollment Packets were sent out February 5 and are due back February 19. New student Enrollment Packets will be sent out as offers are made.
- Registration for Early Childhood summer camps is already half-way full. Registration for elementary summer camps is a third of the way full.

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
- CTBS (standardized testing) administration was successful, make-up tests are complete, and tests are mailed off for scoring. We had a low absentee rate during testing this year.

Parent Education

Quinn McAvoy, Head of School

- Meaningful Encouragement Parent Forum scheduled for Thursday, February 18th.
- Last month's Parent Forum was Mathematical Minds with Amy Hackenburg.

Staffing

Quinn McAvoy, Head of School

- Staff mid-year evals happened; check-ins will be scheduled for the end of February.
- Donalee Attardo, an intern in our Magnolia classroom, has taken a leave of absence. One of our subs, Mara Flynn, will cover her hours.
- We are accepting resumes for the Upper Elementary Lead Teacher position as Matt Metzler will be stepping down from that role next school year.

Professional Development

Quinn McAvoy, Head of School

- Quinn continues her PhD course work on Educational Leadership
- Jess:
 - Speaking at the AIMS (Association of Illinois Montessori Schools) conference (virtual) this month on Vygotsky scaffolding in the classroom and its implications for Montessori.

Administrative

Quinn McAvoy, Head of School

- PEOP (Pandemic Emergency Operations Plan)
 - 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.
 - Governor Holcomb has deviated from previous health department guidance on COVID restrictions. He has lowered the requirements for contact tracing and quarantining in classrooms. We're going to stay with our original EOP.
 - Jess: "The ISDH clearly recommends 14 days of quarantining and six feet for social distancing, but these changes are being made for convenience and to help families who might need fewer restrictions."
 - A rapid COVID test (BinaxNow) is being sent out to schools to be administered by staff, but there's a high false negative rate with it, which means more testing would have to be done to identify a positive result. Specifically, it's being sent to schools to get people out of buildings quicker due to the lowered standards of safety.

Advocacy

Jess Davis, Assistant Head of School

- UMSI (United Montessori Schools of Indiana) Advocacy Committee is developing a bill with Pete Miller which is up for the legislature to create an exemption for Montessori schools ages birth through six from standard licensure as a "special pedagogy". Right now this is only available to ministries in our state. If successful, we would be the first state in the country to have one that covers such a large age range. Jess, as Advocacy committee chair has been meeting with Pete (Board of Education, former legislator) and the Chief of Staff for the Department of Education to discuss strategy.

American Montessori Society

Jess Davis, Assistant Head of School

- No updates

Curriculum

Jess Davis, Assistant Head of School

- Writing Curriculum Professional Development for teachers
- Supporting Lead Teachers
- Supporting the Sycamore classroom

Facilities

Quinn McAvoy, Head of School

- MAINTENANCE
 - COMPLETED:
 - Sink repair in Sycamore
 - Sink repair in kitchen
 - Gate repair in Hickory
 - Door/lock repair in Maple and Sycamore
 - PENDING:
 - Installation of the bike rack – Need to set-up and coordinate installation.
 - HVAC replacement in Magnolia. Quinn is waiting for the estimate for that replacement. She will contact the Board when the bid comes in, because it will be over the \$2,000 mark.
 - Roof repair in Magnolia

Technology

Teresa Mandell, IT Manager

- Front Posts/modifications/updates for .ORG (current website)
- Review/feedback of GoMontessori site as well as support with new website images. Teresa said she needs to be trained on how to make modifications, but it shouldn't be that difficult.
- Vimeo videos for newsletters
- Students/families added to rosters, MailChimp, listservs, and Facebook Groups
- Program lunches and update menus and emailed families about lunches
- Lunch charges calculated and provided to Cyndi
- Checks cut for Cyndi
- Financial Agreement for 2021-2022 updated in FACTS
- Fee schedule for 2021-2022 added to FACTS and .ORG
- Updated student laptops in Sycamore, scheduled/updated Teacher laptops
- Troubleshooting Sympa listserv problems
- Helping parents with lunch sign-ups and accessing FACTS
- Installed new CUPS Printserver on the network to serve the Chromebook users as well as iOS users (copiers are each classic printers and needed the server to provide access)
- Training aid for construction of communications groups in FACTS (for Eve)
- Started programming summer camps for 2022 into the FACTS system (setting up classes and rosters for summer after next)
- Participated in Chromebook sales call with Promevo regarding purchase possibilities for next year
- Quinn and Teresa are updating FACTS as enrollment packets come in.

Development

Jess Davis, Assistant Head of School/Quinn McAvoy

- \$36,470 raised for annual campaign so far.
- Chocolate fundraiser reached \$500.
- Other fundraising activities to date have raised: \$7,696.11
- Awarded \$1,000 grant from AMS for ABAR (Anti-Bias/Anti-Racism) training

Communications

Quinn McAvoy, Head of School

- Facebook and Instagram weekly posting

- Bi-monthly Newsletters, emails to community
- Go Montessori – Our new website is up!!!

Parent Action Committee

Christine Lovelace, Member at Large

- The BMS Book Club flyer went out in the last newsletter along with a link to a survey to assess interest and desired timing.
- The Winter Service Project to support the Middle Way House's Rise and Shine Childcare Program was a huge success! Our BMS families provided all their needed naptime supplies: 30 Cot Sheets, 34 Blankets, 20 Pillows, 40 Pillowcases, 9 Stuffed Animals and 249 Gently Used Books. Middle Way House was overwhelmed by the generosity shown.
- Winter Virtual Craft Night Series: 24 families registered for the Craft Night with Bloomington Creative Glass Center, 17 families have registered for the Craft Night with Pottery House Studio, and registration will open at the end of the week for the Craft Night with Artisan Alley on March 12th.
- We still have pretty low attendance at PAC meetings although we had three new attendees last week. There is a PAC meeting on February 17th – BOD members are welcome to join in! Send anyone who is interested in joining PAC Christine's way. She tries to make the meetings fun and quick.
- Friday, February 12, is the pottery painting virtual craft night. The last one was the glass art virtual craft night, and it was fun for both kids and parents.
- Book Club hasn't produced a lot of excitement, so PAC is reassessing that.

Finances as of 1/31/21

Quinn McAvoy, Head of School

- Main checking: \$49,294.36
- Money market: \$86,213.85
- Certificate of Deposit: \$494,497.57
- Fundraising: \$36,371.80
- Café Account: \$2,303.14
- PayPal: \$1,280.76
- 2nd PPP loan approved in the amount of \$220,900.
- IUCU Loan balance: \$706,315.20
- Second PPP loan:
 - Cyndi said to qualify for full forgiveness of this loan will be similar to the first draw.
 - It will take 8 – 24 weeks to use the full loan amount.
 - She and Phuong anticipate May, June, and July will be the school's most difficult months.
 - The qualifications for forgiveness of the second loan are almost the same as the first. We must keep the same number of staff. 60% of the loan should be used on payroll costs. It can also be used on mortgage interest and utilities. We used the last loan totally on payroll, so we foresee the same for this loan.
 - They had some issues with how to record the "owners" of the company on the loan, but they met with some very helpful people at the bank.
 - The bank did offer for the school to use the payroll numbers that were used for the first PPP draw, and the government encourages that. However, no one was addressing the forgiveness, where you can't lower your employee numbers. Our staff numbers were different between 2019 and 2020.

- Cyndi said they opted to apply for the second loan totally with cash receipts and payroll numbers from 2020, which is inline with what we have now.

Strategic Plan Update

Quinn McAvoy, Head of School

- Curricular Objective: Our first Anti-Bias/Anti-Racism (ABAR) workshop will be held from 8 am – 4 pm on Monday, February 15th. All staff and Board members are asked to participate. An email will be sent out this week with a packet and Zoom link for the meeting. There will be two facilitators, and packets for the workshop will be provided to study/use. The facilitators suggest printing those packets for reference. There will be an hour and a half break in the middle of the day and short breaks during the morning and afternoon sessions.
- Increase External Revenue: Grant awarded toward ABAR training
- Enrollment: Waitlist is continually building for next school year in all day EC classrooms
- Staff: Implementation of the 360-evaluation system
- Communications: New website, increased online presence
- Board Development: New application/nominating process started
- COVID: Updating of the PEOP

Closing

Allison O'Boyle – President – **Time: 6:37 pm**

- Leslie had a question about the HVAC and the roof repairs, which are both in Magnolia. She asked if Anna and the students were doing okay with the broken system. Anna said she didn't even know it wasn't working. There are two thermostats in the classroom, so they're doing okay.
- Christine: "For the ABAR training, do you know when that hour and a half break will be?" Quinn said she didn't know, but she would reach out to the facilitators and follow up with the Board.
- Allison: "The operations report is wonderful, but it doesn't show us the degree to which you all work and how diligent you are." She complimented Quinn, Jess, and the rest of the staff about their work on the PPP loans, development and curricular areas, operations connected to the weather and the pandemic. She said she has been continually impressed by them.
- Jess: "Our classrooms got a shoutout on the weekly ISDH webinar for how well they are doing with COVID." Someone mentioned on the webinar said some schools are rocking the masks, even the 3-year-olds, and told Jess afterward that they were referring to BMS.
- Quinn said she feels lucky to have such an amazing staff and Board to work with.
- Allison asked for any more questions or comments.
- Quinn moved the present Board members into Closed Session.

Meeting Adjourned: **6:40 pm**

Respectfully Submitted by Amanda Cook, Board Secretary