

Bloomington Montessori School Board of Directors Meeting Minutes

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

Board Members Present

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

Staff Members Present

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

Preliminaries

Allison O'Boyle – President – **Time: 6:03 pm**

- Introductions and Welcome
- Approval of Minutes from February's Board Meeting
 - **Todd Schnatzmeyer moved to approve the minutes from the February Board of Directors meeting. Leslie Thomas seconded the motion. The motion passed 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: 6:04 pm**

- The Executive Committee agreed to schedule a standing meeting on the first Thursday of each month before the regular Board meeting.
- The committee meetings have become a basic review with Quinn of everything that's happening at the school: staffing issues, COVID management, maintenance updates, etc.
- There were no huge issues discussed during the March committee meeting.
- The committee will receive a draft of policies to be added to the new Board manual for review before they go up for full review with the rest of the Board.

Finance Committee Report

Cyndi Williams – Accountant – **Time: 6:05 pm**

- Balance Sheet
 - The Balance Sheet now reflects the forgiveness of the first Paycheck Protection Program (PPP) loan, so it looks like the school's assets are huge.
 - The Balance Sheet also shows all the contracts for tuition as current assets under the FACTS Accounting line.
- February Profit & Loss Sheet

- We did pretty well considering we are comparing 2020 income to 2021 income. We brought in around \$130,000 this year compared to around \$140,000 last year.
- Some of our expenses have been higher in janitorial service and PPE due to the pandemic, and the weather has had a major impact on our expenses.
- Lawncare and snow removal was a huge expense in February. We're going to get hit with the bill in March and will see the same effect on the budget in March.
- Most of our expenses have been lower than last year due to lower enrollment numbers, including kitchen expenses and salaries.
- In February, we were close to our net income and were only down by about \$1,000.
- August 2020 – February 2021 Profit & Loss Budget vs Actual
 - Regarding income: We were not expecting to show a profit. Because of the PPP loan forgiveness, we're 130% over budget when we expected to be under it.
 - Expenses: We're running about \$30,000 under budget. A lot of that is because of the expenses from the new COVID protocols, the way staffing has been done to keep classrooms in pods. We haven't seen a huge decrease in expenses due to those protocols.
 - We had a great fundraising year, especially due to GivingTuesday.
- We received the second PPP loan. The money is in a separate account with First Financial. We will bring it over to the main checking account month by month to cover payroll, which will keep us in the guidelines for full forgiveness again.
- Unemployment
 - We traditionally have few people who are laid off or let go. This year was different due to the pandemic.
 - BMS does not participate in the unemployment insurance program, so we pay unemployment out of pocket in full.
 - There was a question of whether the school should participate in the unemployment insurance program. The minimum rate to contribute is 2.5% of gross payroll. We've only paid out \$6,000, so far. Two former staff have already found jobs, so our obligation to them will go down. Based on our history, the better route is to continue to pay out of pocket.
 - Cyndi was not sure if any of the Pandemic government regulations concerning unemployment would affect the school's unemployment.
- Families are paying their registration fees, and their tuition is being entered in FACTS. They're doing great using the FACTS system. Cyndi and Teresa have maybe only received five or six emails from families with questions about how to pay their deposits. Quinn said she's helped one or two families as well.
- Todd had a question about the line item "Tuition Recovery", which is listed at a 2,000% benefit in the school's favor.
 - Cyndi believed it was a budgeted item for tuition that wasn't recovered in the past. We had a former family at the beginning of the year who normally paid \$100 to \$200 per month. We were able to recover over \$20,000 of their past tuition.
 - Cyndi believed there needed to be some work on the school's Quickbooks and FACTS account setup. She found some gaps where there weren't places properly reflecting the expense.
 - Funds from PAC craft nights are currently going under fundraising, because in FACTS that's our only current option for incidental expenses. Traditionally, income and expenses were coded to the same Quickbooks account. Cyndi has received advice on

setting up a new account to more accurately reflect incoming cash and payment of expenses.

- Todd said his attention was drawn to some of the lopsided percentages on certain items, like snow plowing and Aftercare. He was curious about how they will affect the bottom line.
 - For Aftercare, we were overstaffed, and we don't have the enrollment to cover the extra staff. We have to have two separate Aftercare programs because of the classroom pods, keeping Upper Elementary and Lower Elementary students in separate spaces.
 - We only have thirteen students in each grouping. Staff don't need to pay for Aftercare, but they get to hold a spot for their children.
 - We don't need as much staff as in the past because we don't currently have as many families needing Aftercare. Quinn believed more kids will come back from Spring Break needing Aftercare, though. The program's been impacted by families who normally used the program, but who are doing distance learning now.
- Todd: "We're starting to get the vaccine [in the community], and things are opening up. There are a lot of unknowns we need to be cognizant of."
 - Leslie said the Executive Committee talked about what the Board will need to look at and when regarding changes to protocols, etc. in the coming year.
- Jess said the new account that holds the PAC money could also hold the money from the community partnership that she, Allison, and Quinn have been discussing implementing.
- Cyndi said in the past, when checks were received, they were put in the expense category and it zeroed itself out. Accounting-wise, you need to record cash inflow in one account (other income) and expenses in another account. These two would zero each other out. She said the Finance Committee is looking closely at adjusting the school's accounting system based on what an auditor might look for.
- Teresa: "If all COVID protocols are removed and we are able to go back to enrollment numbers, are we able to go back to drop in Aftercare again?"
 - Quinn said for staffing and budgeting reasons, it makes more sense to keep Aftercare as a monthly expense instead of allowing drop-ins. Many times, we had three staff members that we didn't need all there, and they're salaried. The same parents who used it before are using it again (on campus families).
 - Cyndi thought perhaps drop-in Aftercare could be used as an emergency, with a significant daily fee that would make it more enticing to the family to sign up for the month.
- Cyndi said our delinquency list is very short. One family is a month behind, but they're being diligent about paying on the previous month's tuition, so they may be paying into May.

Governance Committee/Nominating Committee Report

Janelle Terkhorn – Member at Large – **Time: 6:24 pm**

- The Nominating Committee worked through the nominating process. They interviewed two parents for potential Member at Large positions: Rob Danzman and Bridget Stomberg. They also found they had some kinks to work out in the interview process for future Nominating Committees.
- Leslie is stepping down from the Vice President position, and Janelle will be moving up to Vice President for next year.
- The committee will have a full slate to present to the Board for approval for election. The Governance Committee is working on Board Manuals to help train new members.

- Teresa asked if the two new people would be moving into other positions on the board. Janelle: “No, they’re moving into At Large positions. They will need to be on the Board for at least one year before moving into an Executive position.”
- The Governance Committee met recently and redistributed a draft of the Board handbook for review. The committee is also working on a Board self-assessment and is aiming to do a first evaluation in the 2021-2022 school year. They are also working on revisions on the nominating forms.

Operations Report

Admin Team – **Time: 6:27 pm**

Enrollment Update 2020 – 2021

Quinn McAvoy, Head of School

Table of Classroom Enrollment Numbers as of March 5, 2021

Group	Actual 2020 – 2021 as of 3/5/21	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 – DC	16		
Upper EL – OC	29	33	-4
Upper EL – DL	11		

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

Enrollment

Quinn McAvoy, Head of School

- Returning student enrollment packets and initial deposits were due February 19th, with new student Enrollment Packets being sent out as offers are made. The projected enrollment for the 2021-2022 school year is looking positive and is aligning with our best-case scenario budget.
- Classroom preference forms were sent out to our current re-enrolling 1st, 2nd, 4th, and 5th graders.
- Summer Camp registration is filled for some sessions and there are a few seats remaining for the other sessions. Current registration meets our budgeted revenue. We still have a few openings, but we probably won’t be filling them this year.

Student Services

Quinn McAvoy, Head of School

- Direct support services for two students
- Team meetings with families and service providers
- ALPS (Accelerated Learning Program for Students) recommendation process complete. Families will be notified in letters that go out March 12th.

Parent Education

Quinn McAvoy, Head of School

- Scaffolding Learning and Feedback Parent Forum scheduled for Thursday, March 25th. The school is partnering with the library again for this forum.

Staffing

Quinn McAvoy, Head of School

- Staff mid-year check-ins will take place the week of March 8th.
- We are continuing to accept resumes for the Upper Elementary Lead Teacher position and a hiring committee has been formed.

Professional Development

Quinn McAvoy, Head of School

- Quinn continues her PhD course work on Educational Leadership
- All staff and Board attended the ABAR (Anti-Bias/Anti-Racism) intro course on February 15th. Quinn and Jess are working on developing a leadership team and getting resources out to staff and Board. The next meeting will be in November for staff.
- Robyn, Anna, Eve, and Nick are or will be attending the Orton Gillingham training, which is a reading curriculum.
- Nick, Eve, Anna, Lyndsey, and Evan attended the AMS (American Montessori Society) virtual annual conference.
- Terri attended session 1 of the “Language Arts Tried and True” hosted by CGMS (The Center for Guided Montessori Studies). Session 2 is scheduled for March 10th.
- Lyndsey attended the “Montessori Assistant Toolkit: Early Childhood Edition”.
- Teresa attended FACTS training webinars.
- Jess:
 - Attended “Montessori Learners and Standardized Testing” webinar from CGMS
 - Attended AIMS (Association of Illinois Montessori Schools) conference (also presented)
 - Beginning fundraising certificate program this month

Administrative

Quinn McAvoy, Head of School

- PEO (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.

Advocacy

Jess Davis, Assistant Head of School

- Planning Summer Fundamentals Training and the statewide fall Montessori conference. Jess is on the committee. The conference won't be at our school this year, so hopefully we'll find new targets for our professional development. It looks like we won't need to hire new non leads, which is the best target audience for it.
- Appointed to MLK Commission for the City of Bloomington. The commission wants info on what our school does for social justice and has asked Jess to design some resources for the public schools. There is usually a big annual celebration in January, so we might have a table there next year. Jess joined as a representative for BMS.

Curriculum

Quinn McAvoy, Head of School

- We received a grant for 3 teachers to become Orton Gillingham (reading instruction) trained through IMSE (Institute for Multi-Sensory Education).
- Jess is teaching decimals and data analysis in Sycamore.
- Developing a 6-year language circle/literature group continuum with teachers for consistency

Facilities

Quinn McAvoy, Head of School

- MAINTENANCE
 - COMPLETED:
 - Water heater repair
 - 2 Dishwasher repairs
 - PENDING:
 - Installation of the bike rack – Need to set-up and coordinate installation.
 - Update from Todd: He is working on the installation process. He touched base with Mallory at the City of Bloomington Planning Department. He'll submit what he has to her and have her hook him up with the right people to get things going.
 - This process needs to be done, so we make sure we're not infringing on setbacks or stormwater issues in regard to planning. Mallory said that bike racks are pretty easy to get run through the department, though.
 - Quinn said she wants to have a ribbon cutting ceremony with the kids who helped make the bike rack possible.
 - HVAC replacement in Magnolia
 - Roof repair in Magnolia

Technology

Teresa Mandell, IT Manager

- Posts/modifications/updates for school .ORG site (GoMontessori now)
- Vimeo videos for newsletters and sharing
- Students/families added to rosters, MailChimp, listservs, and Facebook Groups
- Program lunches and update menus
- Email Early Childhood families about lunches three times each month
- Lunch charges calculated and provided to Cyndi
- Checks cut for Cyndi
- Troubleshooting Sympa listserv problems
- Helping parents with lunch sign-ups and re-enrollment issues/questions in FACTS
- Covered front desk early morning most of the month and two weeks all day while Brianne was out
- Finished up last of updates for Teacher Laptops and made sure teachers were connected to the new print server
- Provided some editable PDF alternatives for Robyn
- Investigated SPAM reports
- Troubleshooting access/security issues for students
- Programmed next year's calendar in FACTS (first draft is just start and end dates)
- Started updating laptops in Sycamore for March
- Quarterly updates for Windows, etc.
- Teresa said she is keeping herself busy with FACTS and learning the whole time and supporting wherever she can.

Development

Jess Davis, Assistant Head of School/Quinn

- \$36,690 raised for annual campaign so far. New donations have slowed down but are still trickling in.

- We have \$220 in monthly pledges that will add automatically to the total each month
- Other fundraising activities to date have raised: \$7,963.96.
- Awarded \$3700 grant for Orton Gillingham training from MCCSC.
- We also had the chocolate fundraiser through the Bloomington Chocolate Company for Valentine's Day. A mixology fundraiser is tentatively scheduled for April 30th with Cardinal Spirits.

Communications

Quinn McAvoy, Head of School

- Facebook and Instagram weekly posting
- Bi-monthly Newsletters, emails to community

Parent Action Committee

Christine Lovelace, Member at Large

- PAC discussed ways to make PAC Meetings more attractive to overloaded parents. The committee is looking for someone to take on the task of organizing fun, quick activities for meetings.
- Winter Virtual Craft Night Series: BMS families registered for 30 projects for the Craft Night with Artisan Alley. Allison put together a survey that will go out to all Craft Night participants to help us know what went well and how we can improve offerings. We had a pretty good turnout at the Craft Nights.
- There was not enough interest in a BMS Book Club, but the Book Club subcommittee is working on a one-off sampling to see if folks might want to participate in something but not have to commit to a whole club.
- PAC will assist with the Mixology virtual event in April.
- PAC Discussed a suggestion by a parent to have a virtual version of the school bulletin board. We decided the liability would be too great.

Finances as of 2/28/21

Quinn McAvoy, Head of School/Cyndi Williams, Accountant

- Main checking: \$62,976.99
- Money market: \$86,230.38
- Certificate of Deposit: \$495,427.80
- Fundraising: \$36,684.85
- Café Account: \$3,095.09
- PayPal: \$1,289.26
- First Financial 2nd PPP: \$220,900
- IUCU Loan balance: \$701,753.29

Closing

- The meeting was opened up to questions.
- Anna asked about what the best case scenario enrollment numbers would be for next year.
 - Quinn said 22 students in her class with her current classroom staffing. If COVID protocols change, and we can go back to 30 students and hire more staff, Cyndi and Quinn would have to rework the budget. Robyn would open a PM class with 22 students, and we would go to max capacity in all classrooms with the current number of teachers.
 - Leslie: "The best case scenario: that looks like finding and hiring five new staff." Quinn: "The big picture is we'll want to go back to where we were. We're taking steps to do that with the staff we have and hiring an additional Lead Teacher in the Sycamore room."

Looking at the Lower Elementary, we have a wait list for new students. It will be about growing where we can and getting back to where we were.”

- Teresa: “We do have a wait list?” Quinn: “We do have one for all but Upper Elementary; we only had one student apply for the Upper Elementary, so we were able to fill that spot. It does look good for us to fill those other spots. The protocol that would hinder us the most is if we needed to keep social distancing.”
 - Jess: “Social distancing is the one that’s hard to follow. I’m surprised that they’re (the government) taking masks off the guidelines/state mandates, because masks seem to be the most effective protocol in place. Social distancing is not as useful to us.”
 - “We have multiple staff who are currently being cleaners who want to go back to teaching. We just need to not have cleaners and have teacher roles for them.”
 - Leslie: “Is this a Board decision in the next few months? Is it in our power to keep masks?”
 - Jess: “It’s only in our power if the ISDH says it’s an option. We’ll be more strict than they want, but not get looser with our protocols. When the ISDH says it’s okay, then the Board can say we’re cool just masks, etc.”
- There was no closed session this month.
 - Allison wished everyone a lovely Spring Break.

Meeting Adjourned: 6:43 pm

Respectfully Submitted by Amanda Cook, Board Secretary