

Bloomington Montessori School Board of Directors Meeting Minutes

April 13, 2021, 6:00 pm, Online via Zoom

Board Members Present

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

Staff Members Present

- Quinn McAvoy
- Jess Davis
- Teresa Mandell
- Cyndi Williams
- Robyn Miller
- Matt Metzler

Preliminaries

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

- Introductions and Welcome
- Approval of Minutes from March's Board Meeting
 - **Leslie Thomas moved to approve March's Board meeting minutes. Todd Schnatzmeyer seconded the motion. The motion carried with no abstentions or objections.**
- Call for Issues Not on the Agenda

Discussion of COVID Vaccinations and School Staff and Students

- Allison asked if there were any issues not on the agenda that Board members wanted addressed.
- Leslie asked to have a conversation about vaccines and the requiring vaccination information from students and staff. She felt the issue could pose a future liability to the school, and we have a responsibility to the school and to our students to keep everyone safe.
- After some discussion, it was decided the issue could be discussed outside a Closed Session.
- Quinn said at this time, COVID vaccines are not required by the state, especially for young children who are not eligible to receive them yet. There could be a liability on Admin and the Board to require staff to be vaccinated, since there is no state or government mandate for them.
- Leslie said the documentation component is important in case we have an exposure risk in the school. She asked if we had updated immunization records for everyone who chooses to be vaccinated.
- Quinn said we do not require staff to have vaccination records on file, since it's not required by the state. If the Board decides we want those records, we need to have a policy put in place stating that.
- Jess said, per state law, we have vaccination records and exemptions lists for our students. Students who are on an exemption list are excluded from school if there is a

possible exposure risk for them at school, such as if there's a case of measles reported in the school. Unlike measles, COVID is not on any exclusion lists yet.

- Leslie was concerned about the number of our staff who are or are not vaccinated for COVID and the safety risk that can pose for our students. Quinn said a large percentage of our staff are vaccinated or have appointments to get vaccinated. It's a taboo to ask about vaccinations, but staff who are getting their vaccinations are talking about it to each other.
- Jess said there's a nice culture in the school of not calling each other out, but staff are sharing information about vaccines, documentation, covering each other for appointments, etc. There's a strong support culture within the school without there being a persecutorial side. Some staff can't or won't get vaccinated for medical or other reasons.
- Teresa said scientists now believe there must be an 80 – 90% vaccination rate for herd immunity against this virus. No schools or communities are to this point yet.
- Allison suggested moving the vaccine conversation around our student vaccination records reporting to Executive Committee.
- There was more discussion about keeping students safe and reasons why people aren't getting vaccinated at this time, including minority communities who are experiencing higher forms of hesitancy for many reasons and the unequal distribution of vaccines within communities. Jess said it would be a big step for us to start making medical choices for our staff.
- Allison said since we don't have our in-house documentation pulled and organized yet for discussion, it might be good to compile that info for Executive Committee, see what's going on in-house and what systems we have to manage the process of vaccination records, and come up with a plan on how to address that to the Board.

Executive Committee Report

Allison O'Boyle – President – **Time: 6:15 pm**

- Allison said March was a quiet month for the Committee.
- They met on April 8 to run through an overview of March's operations.
- Allison said it will be exciting to have something to work on as a Committee in the coming months.

Finance Committee Report

Cyndi Williams – Accountant – **Time: 6:16 pm**

- On the Profit & Loss Sheet, Cyndi said there's a negative of \$18,150 labeled as "Registration". It is actually a reallocation. When parents received their enrollment packets, they made a \$150 deposit. FACTS called those deposits "Registration". Returning students' deposits had to be switched to their May 2022 tuition, so \$18,150 was switched over as deposits.
- There was a huge snowplow bill from February, which threw off our expenses a bit.
- Cyndi said we were still within our budget for March.
- Summer enrollment is doing great. Academic contracts are still coming in every day.
- For 2021 – 2022, we budgeted \$1,500,000 in tuition. \$1,100,000 has already been entered in FACTS. That doesn't include parents in the Early Childhood program who still need to set up their FACTS accounts.
- We have \$3000 in delinquencies right now. Families received their reminders to pay along with a late fee.

Governance Committee Report

Janelle Terkhorn – Member at Large/Incoming Vice President – **Time: 6:19 pm**

- Leslie said she has ostensibly transferred the Vice Presidency over to Janelle.
- Janelle said the Governance Committee will have one more meeting before the end of the year. There will be a yearend wrap up in May.
- The Governance Committee has some paperwork to flesh out for the Nominating Committee in order to solidify the process and make it clearer for future Nominating Committees.
- Allison said an email will be going out in the next week or so to set up a Governance Committee meeting between this Board meeting and May's.

Operations Report

Admin Team – **Time: 6:20 pm**

Enrollment Projection 2021 – 2022

Quinn McAvoy, Head of School

Table of Projected Enrollment Numbers for 2021 – 2022

Group	Summer Camp-Reg	Summer Camp-Max	Diff.	Offers Made	Class Capacities 2021-2022	Diff.
Intro Camp	7	15	-8			
All Day Camp	21	22	-1			
Elem Camp	29	30	-1			
Half Day AM				24	24	0
Half Day PM				24	24	0
All Day				44	44	0
Lower EL				52	52	0
Upper EL				43	52	-9

- In the above table, “EL” and “Elem” mean “Elementary”. “Reg” means “Registered”. “Offers Made” means offers made to students to enroll in the 2021 – 2022 academic year. “Diff.” means “Difference”. Intro Camp, All Day Camp, Half Day AM, Half Day PM, and All Day refer to the Early Childhood program.

Enrollment

Quinn McAvoy, Head of School

- Summer Camp registration is filled for most sessions, and there are a few seats remaining for the other sessions. Intro Camp registration will go out to new families at the end of April. It is currently only open to current families with siblings coming into the Early Childhood program. Current registration exceeds our budgeted revenue!
- Admissions are complete unless changes occur; actual enrollment of offers is in progress. Classroom placement has been completed.
- Early Childhood visits happening daily.
- Elementary visits beginning soon.
- Upper Elem is at its highest enrollment yet since Quinn's term started.
- Jess said, historically, we have had a lot of siblings of families apply at birth. We're at a phase now where our highest rate of applications at birth is with families who were not already connected to the school. She said it's a good sign of the school's reputation within the broader Bloomington community.

Student Services

Jess Davis, Assistant Head of School

- Direct support services for two students twice a week
- Team meetings with families and service providers
- MCCSC 7th grade math placement is in process for 6th graders.

Staffing

Quinn McAvoy, Head of School

- Staff year-end check-ins will be scheduled during the Teacher Workdays at the end of the year.
- The hiring committee has met and will interview the candidates for the Lead Teacher position in Upper Elementary over the next two weeks. They had an interview on April 12th, will have another on April 14th, and the others will take place on two days the following week. The committee will make a decision by the end of April.
- Staff Summer and Academic contracts will go out by the end of April.

Professional Development

Quinn McAvoy, Head of School

- Quinn continues her PhD course work on Educational Leadership.
- Teresa attended a FACTS training webinar on marketing and strategic planning.
- Jess:
 - Fundraising Professional Certificate Program through IUPUI Lilly School of Philanthropy is in full swing. Currently week 5:8. Jess said it was hard core.
 - Appointed to MLK Commission for the City of Bloomington; BMS will be sponsoring (with the Neil Marshall School) a Black History 101 mobile museum that will be at City Hall in September.

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
 - Necessary communication with stakeholders around test results and related actions
 - Any changes made in the Operations Plan are shared with the Executive Committee before they are shared with the school community, but there haven't been any in a while.

Advocacy

Jess Davis, Assistant Head of School

- Planning Summer Fundamentals Training and the statewide fall Montessori conference with United Montessori Schools of Indiana (UMSI).
- Legislative efforts with UMSI (as Legislative Advocacy Committee Chair) are still moving forward, but final language from lawyers will not be ready for 2021 and will be on the docket for the 2022 legislative session.
- In the process of school Validations with UMSI (as Approval Coordinator for the School Validation Program)

AMS

Jess Davis, Assistant Head of School/Quinn

- Final re-visit to finish accreditation is April 14th. It will be a virtual visit. All accompanying documentation has been submitted. Yea!!!!
- Quinn said she and Jess were crossing their fingers they had everything turned in. AMS will be observing in Sycamore and checking in with Board members, teachers, and Quinn. She hoped they had completed everything they were lacking from before.
- Once it's done, Jess said she could start work on reaccreditation in 7 years.

Curriculum

Jess Davis, Assistant Head of School/Quinn

- Received \$5,000 grant for Early Childhood materials; focused on replacing older sensorial and practical life materials that were missing pieces or in disrepair. We will be looking for an organization that would like the nicer things we replaced and will donate them.
- Teaching Geometry in Sycamore, as well as supporting Spanish in Sycamore to prep for Latinx Culture Fest
- Helping with Home School Partnership material bags each week (sensorial/practical life material rotation)
- Developing 6-year language circle/literature group continuum with elementary teachers for consistency
- Facilitated service learning for Sycamore and Willow with Community Orchard. Trips by grade and as a whole class have accomplished many tasks including clean-up, mulch work, pruning, limb training, and more. Herald Times photographed our work on April 8th. The class was featured in the HT on the front page of the paper version.
- Direct support to classrooms/teachers as issues arise. Included 3 mornings in a classroom to support work habits.
- CTBS Data analysis: We now receive school summaries, but historically we did not. Jess is working to manually calculate this data from 2016 – 2020, so that we can track trends.

Facilities

Quinn McAvoy, Head of School

- MAINTENANCE
 - COMPLETED:
 - Fence repair – Magnolia and Sweetgum/Hickory
 - Toilet repair in Sycamore
 - Light bulb replacement in Sycamore
 - PENDING:
 - Installation of the bike rack – Need to set-up and coordinate installation. Bike racks have been ordered. We are waiting for them to arrive and will be talking about digging to put cement pads in soon.
 - HVAC replacement in Magnolia (Approval Needed)
 - Roof and ceiling repair in Magnolia

Technology

Teresa Mandell, IT Manager

- Front office coverage
- Finished updating Windows 10 for all Lead Teachers
- Updated all laptops in Sycamore
- Updating links to new Surpass library software
- Organizing volunteers to drill some hard drives Teresa found in storage
- Updated Newsletter links in FACTS Family Portal

- Programmed lunches in FACTS SIS for May
- Provided lunch charges for Cyndi
- Helped Cyndi cut checks
- Investigated changes requested by Lead Teacher to allow for modification of past attendance. Proposed solution and fix to Quinn then implemented said fix once Quinn approved.
- Research of Spam reports last month. Followed up with those involved and modified some settings in Google Apps after approval.
- Added some Defined Lists for the Attendance Notes for students. This was done to help me keep the attendance notes consistent to perhaps provide a quick flag for COVID checks.
- Activated applications for 2021 – 2022 and 2022 – 2023, requested by Quinn
- Meeting with Bob Flynn on Sympa listserv issues after update of the system
- Edited and shared "Scaffolding" video on Vimeo
- Checked for security issues on staff phones. Teresa can see what operating system is running for 95% of people's mobile devices so requested some out-of-date iPhones be updated to 14.4.2.
- Emails to families about lunches and getting signed up before closing (3 emails sent out each month).
- Support of FACTS Communication module while our listservs were down.
- Added parent/family to FB Group, MailChimp, and modified/added emails for individuals in FACTS SIS
- Printer maintenance and issues, troubleshooting paper jam and connectivity issues
- Updating and troubleshooting devices for Admin

Development

Jess Davis, Assistant Head of School

- Annual campaign is at \$36,910. We have \$220 in monthly pledges that will add automatically to the total each month.
- To date, other fundraising efforts have raised \$8,835.15.
- \$5,000 MCCSC grant funds.
- Herald Times will be covering the Sycamore orchard work and the bike rack project; EOP protocols will be maintained. HT will only be outdoors and socially distanced. Parent permission in place for interviewees.
- Mixology Parent Night-In Event – April 30th
- Sixth-grade plant fundraiser – Presale April 26th – April 30th, on-campus sale May 6th and May 7th.
- Annual report creation in progress.
- Jess said Cyndi had the fundraising amount at almost \$46,000 and the school received \$500 from Kroger on April 13th. We have families pledging with monthly donations. Jess believed we were going to get really close to our \$50,000 goal.
- When she does her year-end review, Jess has thoughts for next year's campaign and how to do it a little differently, which she will share at the next Board meeting. Also, the HT will cover the bike rack installation, and there will be a ribbon cutting before 6th grade graduation.

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/Quinn

- PAC discussed Teacher Appreciation Week and ways to show gratitude within the COVID restrictions. Monetary donations, letters, and packaged snacks were decided on.
- A survey was sent out to families who attended the Craft Night events to better understand how people enjoy engaging.
- PAC will assist with the Mixology event.

Finances as of 3/31/21

Quinn McAvoy, Head of School/Cyndi Williams, Accountant

- Main checking: \$222,173.55
- Money market: \$86,248.69
- Certificate of Deposit: \$496,459.74
- Fundraising: \$37,034.17
- Café Account: \$4,145.14
- PayPal: \$1,297.76
- First Financial 2nd PPP Loan: \$75,093.95 (remaining balance)
 - We did take a draw on the 2nd PPP Loan, which went toward February and March's salaries.
- IUCU Loan balance: \$696,945.17
- 2021 summer tuition: \$71,894.50 (posted by FACTS)
- 2021 – 2022 1st deposit: \$18,150.00 (transferred to deferred tuition)
- 2021 – 2022 Enrollment: \$1,045,067.50 in receivables
 - (\$36,142.35 in deposits)

Approval Needed

Quinn McAvoy, Head of School

- HVAC for Magnolia
- Quinn shared her proposal with the Board. The HVAC in Magnolia is no longer working. The HVAC service provider who has worked with the school for many years said the unit had had similar problems three years ago. The Board then decided to repair it instead of replacing it. Now, it's no longer functioning. Quinn said the repair would cost \$7,257.
- There were no questions regarding the proposal.
- **Leslie Thomas moved to have the HVAC in Magnolia replaced. Todd Schnatzmeyer seconded the motion. The HVAC replacement was approved unanimously with no objections or abstentions.**

Closing

- Allison encouraged Board members to help promote Teacher Appreciation week and the upcoming Mixology event on their social media accounts. Quinn said she put the Teacher Appreciation post up on Facebook the day of the Board meeting. The Mixology event post will go live Wednesday or Thursday, and there will be a posting for the plant sale as well.
- Quinn moved the meeting to Closed Session for Board members only.

Meeting Adjourned: 6:34 pm

Respectfully Submitted by Amanda Cook, Board Secretary