

Bloomington Montessori School Board of Directors Meeting Minutes

May 11, 2021, 6:00 pm, Online via Zoom

Board Members Present

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

Staff Members Present

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

Preliminaries

Allison O'Boyle – President – **Time: 6:04 pm**

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

Executive Committee Annual Review

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

Members

- Committee Chair: Allison O'Boyle
- Committee Members: Leslie Thomas, Amanda Cook, Phuong Thang, Janelle Terkhorn, and Quinn McAvoy

2020 – 2021 Summary

- The Executive Committee convened for the first time at the end of August 2020. An Executive Committee charter was created in Fall 2020. The committee has established monthly meetings on the first Thursday of each month to allow for an operations update.
- The committee has also provided feedback as requested by HOS (Quinn) when necessary. Requested feedback has been provided primarily for COVID-related situations, although the committee also provided feedback in the fall on a settlement related to an unpaid tuition case from past years.

- The committee also conducted performance evaluations for the HOS and AHOS, provided feedback and approval for professional development funding relating to the HOS and AHOS, and provided guidance as needed on staffing concerns.

Works in Progress

- Review of the Pandemic Emergency Operations Plan
 - Executive Committee will provide initial review of proposed changes by HOS and AHOS
- Vaccination
 - Executive Committee will work with HOS and AHOS to examine data in hand regarding vaccinations and common practices of other schools with policies and procedures relating to vaccinations, particularly COVID-19 vaccinations.
- Strategic Plan
 - Executive Committee will work with HOS and AHOS to update strategic plan progress

Member Notes

- Currently the Vice President is not a permanent member of the Executive Committee. The bylaws state that the Executive Committee includes the President, Secretary, Treasurer, Head of School, and one Board Member-at-Large. The Vice President was invited on the Executive Committee in the 2020 – 2021 school year in order to provide valued feedback, to provide continuity with the Governance Committee, and to stay informed in case the President was unable to serve (considered especially important in light of the pandemic). It is the Committee's preference that the Vice President remain a standing member of the Executive Committee.
- Allison said she will extend the invitation to Janelle to be on the committee in 2021 – 2022 and recommended the bylaws be amended to name the Vice President as a permanent member of the committee.
- Todd asked if the Board should go ahead and vote to make the VP a permanent member. Allison said she wants to do a check of the bylaws for any other changes that need to be made, and then the Board can vote on all the changes at once.

Recommendation for Full Board

- The Board of Directors will need to maintain communication in the summer months of 2021 in order to review and approve any necessary pandemic-related changes to operations.

Finance Committee Annual Review

Phuong Thang – Treasurer – **Time: 6:11 pm**

Balance Sheet

- Phuong said our checking and savings accounts as of April 30 were looking very good, mainly due to the PPP loan, which was used to fund payroll for the last couple of cycles. Some of the PPP loan has been left in the operating account to cover payroll over the summer months.
- The second PPP loan was included in our "Other Long Term Liabilities". It came to about \$205,000 and will remain on our balance sheet until we successfully apply and receive forgiveness for the loan. Cyndi's waiting to submit the application for forgiveness when the bank says she can do that.

Income Statement/Profit & Loss Statement

- Our tuition revenue for April was pretty good compared to what we budgeted for the month.
- Phuong said our lunch revenue looks off on the P&L because of how we are accounting for it and because of how the National School Lunch Program invoices?. She said that generally our revenue stream looked pretty good and we're staying on budget.
- There were no large or unusual expenses in April.

- Salaries came in a little bit lower, and year to date, we're coming close to what we've budgeted for.
- Our total YTD income looks great. In April, we were \$38,000 in black. Phuong said it looks good mainly because of the PPP loan forgiveness and the tuition settlement from the beginning of the year.
- Leslie thanked Phuong for all the work she's done for the school as Board Treasurer.

Members

- Committee Chair: Phuong Thang
- Committee Members: Russ Clark, Quinn McAvoy, and Allison O'Boyle

Academic Year Summary

- The Finance Committee had several meetings to develop a proposal for the budget for the 2021-2022 school year, and for the first time in history, we had to present 2 scenarios due to the uncertainty the COVID pandemic had created. For both scenarios we utilized conservative enrollment numbers, but in the best-case scenario we went with maximum enrollment based on current teacher staffing capacity in each classroom, while in the worst-case scenario we went below what was maximum available. All other expenses, we kept the same in both scenarios. Consistently with prior years, we recommended a 2.5% increase for both the tuition and payroll, as in the current year, despite the pandemic, we have been able to maintain the school's financial health by being conservative in our spending.
- This academic year we have also applied and received full forgiveness of the first PPP loan, which we received in April 2020. Additionally, we have successfully applied and received a 2nd PPP loan which in combination with our conservative spending has helped us maintain our financial health in the current academic year. This allowed us to award our staff with a year-end bonus for the current academic year.
- Another item the Finance Committee worked through this year was the review and assessment of a settlement proposal by a former BMS family relating to tuition recovery, which resulted in an accepted settlement payment of almost \$25,000.

Open Projects

- Application for 2nd PPP loan forgiveness
- Ongoing review of financial progress through the remainder of the school year. So far, we are looking good with Summer Camp enrollment numbers.
- Submit debt covenant compliance documentation to IUCU at end of school year

Recommendation for the Full Board

- Finance Committee recommends that the Board remains prudent when making decisions with a financial impact in the upcoming academic year, as in the current academic year we have remained financially healthy and solvent due to the PPP loan and the financial settlement, as mentioned above.

Member Notes

- Phuong Thang has decided that the 2021 – 2022 academic year will be her last year in the role of Treasurer and recommends the Board prepares for a transition in the next year.

Governance Committee Annual Review

Janelle Terkhorn – Vice President – **Time: 6:21 pm**

Members

- Committee Chair: Leslie Thomas/Janelle Terkhorn
- Committee Members: Russ Clark, Amanda Cook, Quinn McAvoy, Allison O'Boyle

Academic Year Summary

- The Governance Committee adopted an official charter and set goals for the academic year.
- The committee then worked on the creation of an evaluation system for assessing possible gaps in diversity or skill sets in the makeup of the Board. This document was tested for the first time in the Board application process, run by the Nominating Committee, for two new Board applicants for the 2021 – 2022 school year. We expect to have more refinements made to our nominating process based on data and feedback gathered this year.
- As we enter into the summer session, Governance will push for the completion of the BMS Board Manual and orientation material for new members. New member orientation will be separate from our Annual Board Retreat as we will be combining our retreat with the last required ADA training session this summer.

Open Projects

- Board Self Evaluation process
- Organization of the Board shared Google Drive
- Board Member Eligibility Policy for family of staff requires clarification
- Board Manual materials
- Orientation and duties transfer planning

Recommendation for Full Board

- Governance recommends that the Board continues working on solidifying the documentation and guidelines for individual committees as well as the full Board.

Member Notes

- Leslie Thomas stepped down as Vice President before the end of the academic year, and her duties were assumed by current Member at Large Janelle Terkhorn.

2021 – 2022 Board Slate Announcement

Janelle Terkhorn – Member at Large – **Time: 6:26 pm**

- The 2021 – 2022 Board will be:
 - President: Allison O’Boyle
 - Vice President: Janelle Terkhorn
 - Secretary: Amanda Cook
 - Treasurer: Phuong Thang
 - Members at Large: Todd Schnatzmeyer, Russ Clark, Christine Lovelace, Rob Danzman, and Bridget Stomberg

Nominating Committee Annual Review

Janelle Terkhorn – Member at Large – **Time: 6:25 pm**

Members

- Committee Chair: Leslie Thomas
- Committee Members: Quinn McAvoy, Chistine Lovelace, Janelle Terkhorn, Mary Beth O’Brien

Academic Year Summary

- Nominating Committee created and adopted a Charter.
- The committee convened in March and assessed the current Board members’ intentions to stay for the 2021 – 2022 academic year. The committee identified that the Vice President role would need to be filled immediately due to early retirement. The committee also identified that two more officer positions would potentially need to be filled after the 2021 – 2022 academic year.

- The committee recommended looking for candidates with financial and clerical skills based on the future need to fill officer roles for 2022 – 2023. The Member at Large positions were advertised to the community and applications were taken by the HOS on behalf of the committee. Nominating Committee then reviewed applications and evaluated their strengths with our current Board using the new Recruitment Matrix.
- We interviewed two applicants for the Member at Large positions and they were found to be a reasonable fit for the skills needed. Summaries of the interviews were reviewed by the full committee and the nomination slate was sent to the full Board. The Board Competency and Recruitment Matrix was refined during this process and instruction documentation was added.

Open Projects:

- Refinement of evaluation tools
- Set benchmark goals for Board

Recommendation for the Full Board

- Nominating Committee recommends that the Board prepare for possible leadership transitions in the Finance and Secretary positions for the 2022 – 2023 academic year and the need to recruit further Member at Large positions to replace those that assume these leadership positions.

Member Notes

- Nominating Committee had a late start in evaluating Board needs this year due to unforeseen circumstances. Nominating Committee will convene in August of 2021 to reassess Board recruitment needs.

Operations Annual Review

Administration Team – **Time: 6:27 pm**

2020 – 2021 Enrollment Recap

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 - DL	16		
Upper EL - OC	32	33	-1
Upper EL - DL	9		

- In the above table, “OC” means “on campus”, “HSP” means “home school partnership”, “DL” means “distance learning”, and EL means “elementary”.
- The 2020-2021 school year brought shifts in our on-campus offerings. Although most of our classrooms remained full within these new ratios, we did experience a decreased enrollment compared to years past.

Table of Enrollment Projections for 2021 - 2022

Group	Summer Camp-Registered	Summer Camp-Max	Difference	Academic Offers Made	Classroom Capacities 2021-2022	Difference
Intro Camp	7	15	-8			
All Day Camp	22	22	0			

Elementary Camp	30	30	0			
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” means “elementary”.

Enrollment

Quinn McAvoy, Head of School

- Summer Camp registration is filled for all sessions. Intro to Early Childhood Camp registration ends May 14th. We may have to create a second Intro to Early Childhood Camp session due to the number of new students joining the EC classrooms in August.
- Admissions are complete unless changes occur; actual enrollment of offers is in progress. Classroom placement has been completed.
- Quinn said she and Jess are looking at COVID protocols changing for next year and how that will affect enrollment and staffing needs.

Student Services

Jess Davis, Assistant Head of School

- Accommodation/ISP Team meetings
- Direct special education services
- Instruction Upper Elementary (weekly math lessons with follow-up support)
- Classroom observations and support
- Special project facilitation

Staffing

Quinn McAvoy, Head of School

- This year we were able to implement the 360-review process across all staff members. This includes goal setting and goal review, peer feedback, parent feedback, and self-reflection. The process will finish up with a final overview meeting at the end of the school year and staff will be awarded a year-end bonus.

Professional Development

Quinn McAvoy, Head of School

- All staff and Board participated in the first year of our Anti-Bias/Anti-Racism training.
- Several teachers and Jess attended Orton Gillingham training (reading intervention). At least one staff member from each class will be Orton Gillingham trained for next year.
- Quinn continued her PhD course work on Educational Leadership.
- Teresa attended many FACTS trainings to help the school have a better understanding of the system.
- Jess:
 - Montessori Public Policy Initiative conference
 - Association of Illinois Montessori Schools conference presenter
 - UMSI Montessori Fundamentals philosophy presenter

Administrative

Quinn McAvoy, Head of School

- Enrollment/Tours

- CTBS Standardized Testing and data analysis
- ALPS/math placement of graduates
- AMS accreditation completion: we're still awaiting official word but Jess's understanding is that WE DID IT!!!! The final visit report was submitted on May 10th. The committee will be meeting over the summer, and we should get a response on July 26th.
- Emergency Operations Plan
 - AHOS drafted and maintained the school Emergency Operations plan for HOS approval
 - Tried to ensure campus safety
 - Organized distance learning options (material rotations, webinar attendance, created videos for parents, etc.)
 - Stayed apprised of guideline changes through weekly webinars and Q&A sessions with the Indiana State Department of Health
 - Communicated with Monroe County Health Department and ISDH regarding questions or problems; built relationships with these health experts.
 - Weekly entry of COVID data into the ISDH School Portal
 - Daily tracking of absences and related Covid protocol (symptom tracking, test records, doctor notes, etc.)
 - Jess and Quinn will stay in touch with the Board about any changes in COVID protocols for the next year.

Community Connections

Quinn McAvoy, Head of School

- Parent Forums
- Bloomington Community Orchard/Upper Elementary site check and pruning student crews
- Bike Rack project (grant writing, presentation to city, etc.) [\$1,410 grant from city]
- Monroe County United Ministries Food Basket Drive
- Montessori Advocacy legislative work (through UMSI position)
- Service on the MLK Commission for the City of Bloomington as part of their education initiative

Curriculum

Jess Davis, Assistant Head of School

- Benchmark and progress report roll-out
- Met 2- and 3-year strategic plan goals in reading and writing
 - Elementary Language Continuum (for 6-year consistency)
 - New K-8 Writing curriculum materials and training
 - Additional reading assessment kits for school (\$3,100 grant)
- New early childhood materials shipping soon (\$5,800 grant)

Facilities

Quinn McAvoy, Head of School

- MAINTENANCE
 - COMPLETED:
 - Several roof leaks repaired
 - Fence repairs
 - Toilet and sink repairs
 - Ceiling repairs
 - Kitchen appliances serviced
 - Water heater repaired
 - Light bulb replacement throughout

- Floors stripped and waxed
 - HVAC in Magnolia replaced
 - Pest control
 - Tree removal
 - Sweetgum/Hickory playground regraded
- PENDING:
 - Installation of the bike rack – Coordinating installation with contractor; The cement pad is supposed to be poured on the morning of May 12th.

Technology

Teresa Mandell, IT Manager

- Set up teacher laptops and maintained drivers and Windows distributions on those machines as well as others.
- Maintained a monthly update process for all the laptops in Sycamore (student use devices).
- Requested quotes for large purchases, recommended hardware, and maintained relationships with providers such as Dell and Promevo.
- Updated applications and enrollment forms in FACTS.
- Maintained the IU Listservs (purge and regenerate listings each year and with every new family in attendance). Lists are used by Teachers and Admin to send out all-school emails and classroom-specific emails. Maintained working relationship with former parent who originally programmed the lists for BMS.
- Maintained the .ORG site and worked on updates requested by HOS and Assistant HOS.
- Covered the front office each morning and during Office Assistant's breaks when HOS or Assistant HOS were not available.
- Helped families with FB Groups by setting up each group based on the rosters from that year.
- Programmed lunch menus monthly once the Kitchen created them.
- Emailed reminders to parents to sign up for lunch.
- Added lunches for families requesting lunches added after closing. Provided charges for the Accountant.
- Updated the Family Portal with useful information such as training aids for lunch selections as well as uploading Kitchen's menus for reference during the year.
- Created reports in FACTS used to populate our MailChimp lists for newsletters.
- Generated reports necessary to drill through the SIS to provide output information needed by Admin.
- Monitored SPAM issues.
- Set up a Linux-based print server for use on the BMS network. Necessary due to CloudPrint Beta being scrapped by Google.
- Installed access to printers on all the Chromebooks used on campus due to CloudPrint's demise. Supported this move for personal devices used for the school.
- Maintained contact with Leads and staff regarding security updates for iOS and PC/Android platforms as well as updates necessary for Chrome. ITM updated devices when given access.
- Troubleshooted all hardware and device issues that came across her desk (e.g., printer, driver updates, Windows updates, etc.).
- Helped support the Accountant remotely by setting up printing/cutting checks.
- Evaluated technological donations and made suggestions for future uses.
- Prepared a monthly report to present at BOD meetings each month.
- Reviewed and evaluated all devices during the summer and again in preparation for the Fall.

- Responsible for recycling and wiping devices that are no longer useful. Maintained relationships with parent volunteers for help with hardware recycling.
- Supported GivingTuesday event (video uploads and prompts during the event).
- Reformatted videos for web hosting service and uploaded videos requested by Teachers and Admin.
- Installed a color printer in Main Office for Admin use.
- ITM provided training aids for SIS, Windows, Chrome, and printing when requested.
- Preparing for Summer Camps
- Christine thanked Teresa for all the work she put in this year, because it was such a tech heavy year. Phuong said the website is looking great. It's very clean and user friendly. Teresa said it was hard to pare it down.
- Leslie said the user side of FACTS has been great. Eve said she liked being able to just fill out a form to pay for things and send it to the appropriate person. Teresa said the hardest part is people want to pay ahead and just can't yet. Quinn said enrollment is so much easier through FACTS, since all the paperwork is now done online.

Development

Jess Davis, Head of School

- Grants: exceeded strategic plan goal
 - 3-year goal was to receive \$5,000 in new funds. Received over \$14,000 in grant funds this year (excluding Covid-related money)
- Donors: met all 3-year goals
 - Setting goals, attracting new donors, 1 – 3 sustaining donors
 - 3 sustaining donors totaling \$220/month
- Giving Tuesday inaugural event raised \$11,000
- Annual campaign: currently over \$37,000
- Fundraising events and sales raised over \$8,500
- Ongoing development of donor stewardship program
- There will be a document sent out with information for the community about fundraising opportunities but also for potential donors.

Communications

Quinn McAvoy, Head of School

- Facebook and Instagram weekly posting
- Bi-monthly Newsletters, emails to community
- New website
- Annual Report
- Media coverage
 - Community minute on WFIU
 - UMSI school highlight interview
 - Herald Times orchard article
 - Herald Times school opening article
 - Bike rack grant article pending

Parent Action Committee

Christine Lovelace, Member at Large

- Scavenger Hunt – PAC members supported the office with soliciting sponsorships, organizing the hunt part of the event, and preparing all the printed materials.

- Virtual Spooktacular – PAC organized and ran an evening full of fun, music, experiments, and crafts for our students.
- New Family Outreach – PAC members reached out to the new families who joined BMS this school year to welcome them to our community and offer support.
- Donation collection for Middleway House – PAC partnered with Middleway House to collect nap items as well as books for their preschool program.
- Winter Craft Night Series - PAC discussed the feedback from the Craft Nights and what PAC events would look like next year. Having the whole year mapped out like a subscription box was suggested. This would look like having craft or other creative activities for families scheduled on a specific recurring timeline (monthly?) so families could anticipate their occurrence. This would mean working through the summer to create the entire year's schedule and connect with community organizations to provide some of these monthly experiences. Cooking classes and Board and Brush were two specific events suggested as well as themed experiences timed around holidays.
- Teacher Appreciation - At the time of the meeting, Teacher Appreciation donations were low and ways to increase participation were discussed. Having a personalized email was suggested and Quinn sent one out. Participation increased later in the campaign. We also discussed donor fatigue and how multiple asks (whether they are successful) start to chip away at people's desire to participate. We talked about being mindful of how PAC events contribute to this burnout.
- Mixology Parent's Night In - PAC added some helping hands for Quinn and Brianna's Mixology fundraiser. Contributions of ingredients for the Drink Kit were made by local grocers, companies and one BMS family as well as a prize to be given out during the Trivia part of the event. Twenty-four couples attended and the event was a success.
- Allison asked for people to come to the PAC meetings. It would be great to get more parent input on activities.
- Teresa suggested to not have the PAC meetings and the Parent Forums during the same week. She appreciated all the work Christine and the PAC did this year to bring so many different families into various activities.
- Allison suggested creating a common Zoom link calendar that would be open to our community. It would make sure we're not overlapping dates of activities, and the community could find the links they need to various events. Teresa said FACTS has a calendar and announcements, so Zoom links could be added. We would need someone to be responsible for the links and keeping the calendar accurate. The Family Portal might be a good place for the calendar, because it's behind a password.

Finances as of 4/30/21

Cyndi Williams, Accountant

- Main checking: \$275,060.36
- Money market: \$86,266.41
- Certificate of Deposit: \$497,460.43
- Fundraising: \$37,389.24
- Café Account: \$4,921.97
- PayPal: \$1,306.26
- First Financial 2nd PPP: \$75,093.95 remaining balance
- IUCU Loan balance: \$692,351.42
- Tuition Delinquency: \$3,882.00; Some people are making payments, and one family is making their payments late.
- The final PPP funds of \$75,093.95 will be transferred in May/June.

- One hundred percent will be used for payroll. Cyndi will begin calculations for loan forgiveness (loan forgiveness will cover payroll costs from Feb 4th through April 30th, 2021). The PPP will allow BMS to be able to cover salaries in June and July without cashing in the CD.
- We're going to be a little tight because there are three payrolls in July. The government funding through the PPP has enabled us to survive.
- Forgiveness is done from the first day you get the funds to when you use them up. We didn't have to use our own money to pay February, March, April, or May payroll.
- We'll have to see what our monthly expenses will be like before we decide to use the Money Market to cover them in May, June, and July.
- 2020 – 2021 Enrollment: 153 family contracts for a total of \$1,169,760.77 (\$1,111,227.77 in payment plans, \$58,533.00 in incidentals)
- 2021 – 2022 Enrollment as of May 8th, 2021: 141 family contracts for a total of \$1,226,662.59 in payment plans.

Strategic Plan – Year One Overview

Quinn McAvoy, Head of School

- Planning and Fiscal Responsibility
 - COVID IMPACT
 - Development PD for administration
 - Creation of an annual report
- Quality Staff
 - Creation and implementation of the Steps and Lanes salary scale and evaluation system
 - Creation of staff on-boarding procedures
- Campus Facilities
 - Electricity Conservation: We didn't meet this goal, because we had to buy new air filters for our HVAC that required our systems to run more but also kept our students safe.
 - COVID protocols
- Curriculum
 - COVID protocols
 - Anti-Bias/Anti-Racism training
 - Learner outcome data collection; benchmarks and student progress reports
- Vibrant School Community
 - Student/Family data collection
 - Creation of systems within the Board to ensure best practice and consistency
 - Delivery of consistent, meaningful communications: We have the new website, and FB helped our online presence.
- Local Community Presence
 - Participate/host community events
 - Increase online presence
- Most of our goals for the year were completed. We still need to do an assessment to see how well we completed them, if we need to make any tweaks, etc.

Fundraising Program Considerations

Jess Davis – Assistant Head of School – **Time: 6:45 pm**

- Jess gave a slide presentation for fundraising based on what she's learned so far through her coursework for a Certificate for Fundraising through IUPUI.

- She talked about our gift range chart based on the number of possible donors we could have as well as based on our limited alumni data. For her class, she created a modified gift chart based on our specific situation.
- Highlights of the presentation:
 - If we get a few families willing to give more, we can meet our fundraising goals with fewer donors.
 - 20% of our donors should represent 80% of our funds.
 - She talked about creating a Donor Sponsorship Program, using targeted asks to gain donors, and forming a bequest program.
 - We should have clear in house practices for our funds.
 - We should engage volunteers from our school community to help with development work.
 - We should try to increase our development goals while decreasing our development staff.
 - She talked about the roles of staff and the Board in development work.
- Allison thanked Jess for her presentation and suggested they chat more about it later.
- To help alleviate much of the work Jess has done in development, Cyndi suggested finding out what the smaller tasks are and reallocating those to other people, including volunteers.
- Quinn said when she looked at our fundraising events from this past year, they took a lot of time and energy from a lot of people and only raised a third of what other fundraising work has raised.
- Todd wondered if we could put a checkbox in FACTS on the tuition or lunch payment pages, so families could donate an extra \$5. Quinn said we have FACTS giving, where families can sign up as monthly donors. Cyndi thought some sort of link to FACTS giving could be added when families pay tuition.
- Leslie said we have a need for a development staff person, because fundraising is its own job. We need a person with the skill set who can unify our goals and pay it forward. Jess said she wanted that to be the takeaway from the presentation. She doesn't want development to be her job. But \$50,000 does not feel like an effective fundraising goal when the salary for a development staff person is also added in, especially for a small organization like ours.
- There was discussion on our missing alumni data and how the past couple of years, Cyndi and Jess and Quinn have worked to create a database from which potential donors can be found.
- Teresa wondered if a card could be created for past alumni or their families to fill out if we run into them around town. Allison thought it would be good to have a more formalized FB BMS Alumni Page or have a place on the website where alumni can send in their information.
- Christine wondered if we could get families to use their volunteer time to help with development work. Quinn said that she hoped by next year, we'll be able to have volunteer opportunities on campus again.
- Quinn asked for more positive reviews of BMS from parents on Google, Yelp, and similar websites. People are saying beautiful things in their parent surveys about the school, and she wants those to be shared with the world. Leslie suggested putting something in the newsletter about reviewing BMS. Christine suggested Quinn add something about families "contacting her directly" if they needed help or were unsatisfied with BMS in some way.
- Teresa wondered if we could have a newsletter for just for alumni. Quinn said the database has more mailing addresses for alumni than email addresses, which is something that will need to be updated.

Closing

- Todd thanked Leslie and Phuong for their years of work on the Board, for bringing strength and structure to the Board, and for bringing Quinn in as new leadership. He said their work has made the Board stronger, better, more focused, and more resolved as a group. Jess in her position as Assistant Head of School has been nothing but a positive for the school. The Board has been night and day from what it was four years ago. Leslie also brought in Allison, Janelle, and Christine onto the Board, all strong and capable women who will continue to work for the school's future.
- Leslie said she's had five wonderful years because of everyone on the Board. She's encouraged about the school's future. We now have a normal, healthy, positive, future-focused group leading BMS.

Meeting Adjourned: 7:34 pm

Respectfully submitted by Amanda Cook, Board Secretary