

Bloomington Montessori School Board of Directors Meeting Minutes

October 19, 2021, 6:00 pm, Online via Zoom

Board Members Present

- Allison O'Boyle
- Janelle Terkhorn
- Phuong Thang
- Amanda Cook
- Christine Lovelace
- Todd Schnatzmeyer
- Bridget Stomberg
- Rob Danzman

Staff Members Present

- Quinn McAvoy
- Jess Davis
- Cyndi Williams
- Teresa Mandell
- April Waxler
- Nick Beatty

Preliminaries

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

- Introductions and Welcome
- Approval of Minutes from September 2021 Board Meeting
 - No edits were suggested for the minutes.
 - **Janelle Terkhorn moved to approve the minutes from the September 2021 Board meeting. Christine Lovelace seconded the motion. The motion carried unanimously with no objections or abstentions.**
- Call for Issues Not on the Agenda
 - Allison said she received feedback from staff and Board members on the proposed Pandemic Emergency Operations Plan (PEOP) testing policy. She said she would read that feedback when we discussed the policy during the President's Report.

President Report

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

- Allison said her report from the Executive Committee would include the reading of the proposed PEOP testing policy and the vaccination disclosure that goes with it.
 - She reminded everyone that it's not appropriate to disclose any personal information about anyone, regardless of whether we know their vaccination status. The feedback she received may give some identifiers that point to personal information, so she said she would not disclose any identifiers.

Executive Committee Report

- The Executive Committee had several meetings in October.
 - They worked on the development of new policies.
 - They did an initial review of the strategic plan and are working on updating it from Spring 2021.

- Allison and Janelle identified several resources for recovering files from our old Board Shared Google Drive, which disappeared.
- They proposed edits to the school's bylaws and the policy handbook in the new Google Drive.
- They consulted with Quinn on operations updates and advised her as needed.
- Next month, the committee will work on staff goal setting for annual reviews, will continue to review the strategic plan, and will compile feedback from this meeting on the policy handbook, bylaws, and PEOP testing policy. They will also start a technology policy related to the Google Drive.

Reading and Discussion of the Draft Vaccination Status Declaration Policy and Testing Policy

- Allison first gave some background on why the Executive Committee was pursuing a testing policy. They tried to follow Centers for Disease Control (CDC), Indiana State Department of Health (ISDH), and Monroe County Health Department (MCHD) recommendations when forming the policy for the school. Testing was recommended as part of a layered approach of protection for K-12 schools, but it was out of our reach until now. An opportunity to test our staff has become available through MCC (Midwestern Coordination Center).
 - With this testing, we want to uphold the values we have as a school (autonomy and respect for others). However, those on campus who are unvaccinated have one layer less of protection in our community. The testing policy would put that extra layer of protection in place for our unvaccinated staff and for those who can't get boosters yet.
 - A staff survey on testing was sent out in August. We received a 72% response rate. 63.1% agreed with mitigation testing. 79% said they would be willing to participate in testing. 57.9% felt all staff should participate in testing. 42.1% felt only unvaccinated staff should participate in testing. 15.8% said they live with someone who currently gets mitigation testing through IU.
 - Some staff members were concerned about using personal resources to pursue mitigation testing; the use of rapid vs PCR testing, which could impact the school if we were to close classes due to false positives; and the method of testing (swab testing).
 - We wanted a PCR test that was minimally or not physically invasive, that had a quick processing time and turnaround of results, and that was capable of being used individually. MCC has a saliva test that meets all our criteria: batch testing; if there are any positives in the batch, samples are tested individually; once the test results are known, PEOP protocols fall into place.

Declaration of Vaccination Status Policy

- The first policy read is a Declaration of Vaccination Status policy.
 - All staff would be required to declare their vaccination status either by October 25th, or, if newly hired, within their first week of employment.
 - Submitting proof of vaccination is recommended, but not required.
 - Consequences are put in place if a staff member does not comply: a formal warning from the HOS and compliance within 30 days of that formal warning.
- Allison paused for questions.

Proposed PEOP Testing Policy

- The second policy read is the Proposed Testing Policy
 - It was modeled after IU's mitigation testing policy.
 - It requires all staff who are not vaccinated to be tested. Staff who are vaccinated are encouraged to test.
 - It would need a minimum of five employees to participate in order to submit samples.

- Testing would start in early November. Employees would be required to register by October 25th in order to be tested.
- Unvaccinated staff would have 30 days to comply. They could choose to get vaccinated instead, and the 30 days would be paused pending completion of their vaccination series.
- Testing involves a funnel and tube that saliva would be collected in. There will be conditions for testing involving not drinking, vaping, or chewing gum with thirty minutes of the test.
- There would be some exemptions to testing, including already being positive for COVID, being in quarantine as a close contact to someone who is positive, or being off campus for any other reason. An employee who tests positive would resume testing 90 days after their isolation ends. Anyone who tests positive would initiate PEOP protocols in the classroom or school.

Discussion about Testing Policy

- Allison paused for questions or concerns.
 - April: “Are there any exemptions for employees, such as religious exemptions, or for employees who are pregnant or have some kind of health issue?”
 - There are no exemptions at this time, because we chose a test that is minimally invasive. It only requires a small sample of saliva. Nothing goes into the body, and there’s no lasting effect on the body.
 - The committee ran the policy by a lawyer, who concluded there’s no need for exemptions in this case.
 - What does happen to the sample after the test is finished? MCC said they retain the samples for 2-7 days, in case they’re needed for a second test. Then, the samples are destroyed as medical waste.
 - Christine wanted to make sure to point out that nothing is being inserted into the mouth.
- Rob: “What’s the policy for other vaccinations that are required at BMS?”
 - Jess said we do ask for records on students and staff, but people can file a general exemption. They have to declare they’re not providing the records.
 - As a non-public school, we don’t require vaccines, but we fall under the CDC as public health. If you are not vaccinated against certain illnesses, legally you must be excluded from school if there’s a case of the illness in the school. Flu is not on the list, but illnesses like chicken pox and mumps would require exclusion from school.
- Todd said, looking at it from another perspective, he had some concerns about the testing requirement.
 - He felt if we make it a requirement for the staff, we should make it a requirement for students to be tested as well.
 - Also, testing only shows the status of a person at the moment of testing. They could become infected right after the tests.
 - We’re potentially opening ourselves up for liability. We’re doing the things we need to as a school and shown great success, but can we mandate testing? Can we afford to lose staff knowing the hiring situation right now?
 - April: “I agree with Todd. I think it’s a balance of what we’re gaining versus the perception of staff members who don’t want to be vaccinated and how they’ll feel about their work at the school if required to do something they feel uncomfortable doing.”

- There was more discussion about the pros and cons of requiring testing of our unvaccinated staff, including the possible legal challenges we may face as a school and losing key staff.
 - Janelle pointed out that we can't test students, because we would need qualified medical staff on campus to administer the tests. She also reminded everyone of the vulnerable students we have on campus, who are covered under the ADA, and the risk of liability we may face if we don't provide this layer of protection for them.
 - Allison: "Most of MCCSC schools are accepting negative rapid test results as reentry into classrooms, but we are not at this time. We're only accepting the PCR test. Rapid testing is not as effective in some situations."
- Bridget had questions about the personal resources staff may need to expend to pursue testing and if they get paid while quarantining.
 - If a staff member quarantines, they have paid sick leave to do so. Last year, an additional 10 days were provided by the federal government for quarantining and COVID illness, but they're not providing that this year.
 - It's difficult to find available testing in town, and mitigation testing hasn't been free until recently (\$150/test). It would be a significant amount of time spent off campus.
 - With testing staff at school, there's no financial outlay for them, though it depends on the employee and how much sick time they have available if they must quarantine. Some have been able to roll over their sick time from last year.
- Cyndi wanted to know what the feelings were of families at BMS regarding vaccinated staff.
 - Jess: "We haven't done a survey asking parents about whether they would want staff to be vaccinated, but we did a survey about offering a vaccine clinic at school for students. Roughly 70% were for the clinic. 11% said no. Others said they would take their kids to get vaccinated elsewhere. We would assume they would want staff with their children to be vaccinated."
 - Allison said requests and comments from parents from the beginning of the school year have slowed. We've received more comments in favor of putting a testing policy in place as well as a vaccine mandate and the wearing of specific masks.
- Todd: "When the EUA comes through for kids 5-11, are we going to put ourselves in a position that we need to mandate that? You can't necessarily mandate under EUA." He also wondered if requiring staff to declare their vaccination status is a HIPAA violation.
 - Quinn clarified that it is not a violation. An employer can request vaccination status of employees, especially in school systems. It's normal for staff to have their physicals and vaccine records on file.
 - Todd: "We're changing the rules in the middle of the game. The employees are already here." Quinn: "But we're not requiring them to be vaccinated. We're just requiring them to let us know. That will allow us to exclude them from work if there's a case."
 - Vaccine declaration might bring our practices up to par with other schools.
 - Quinn: "The testing policy links strictly with the PEOP and not our policy handbook. We don't know how long we'll need it, or how long the funding will last for this testing facility. It is set to be reviewed in December. This may be short term, and we would have to revisit it."
 - April: "When we had an Indiana State Childcare License, staff were required to get a TB test, a physical, etc., which might where the difference is. Public schools require it as well in Illinois, but it may be different in Indiana."
- Janelle thought testing could be useful in the fall in identifying between the flu or COVID. Can come back sooner with flu than COVID? There could be benefits over the winter months.

- Jess: “You can’t add yourself to the testing pool if you don’t feel good?” Quinn said staff can register, and if they choose to give a sample on Wednesday, they can be added.
- Vaccinated staff can choose to test one week and not another. Batches can be separated into 5 and 6 samples, for example.
- In theory, a staff member could use it for symptomatic testing? They should be quarantining. These are self-administered tests, so Quinn wouldn’t expose herself to sickness.
- There is also a community drive-thru clinic available on Cook Group property. If anyone is feeling symptoms or could be a close contact, they can always pursue PCR testing Tuesday – Saturday from 8 am-4 pm there.
- Teresa: “Can you have volunteers to get that minimum of five samples?” If we get enough people registered, then we can get our five. The hope was that any and all staff members who were motivated to participate in testing would appreciate to have it in their lives.

Discussion on Feedback from Staff and Board Not Present

- Allison read feedback about the proposed testing policy sent to her from staff who would not be at the meeting. She asked the Board not to disclose who made the comments, which were sent via email to Board members prior to the meeting, and she made sure to leave out any personal identifiers while reading the comments.
- Some staff provided resources and additional questions to Allison for Board members to contemplate. Those were circulated among the Board, and some Board members have been assimilating that information outside the meeting.
- Allison also read some comments on the testing policy Russ sent her before the meeting, since he would not be present.
- Bridget wondered if the tone of the policy, which some staff felt was demeaning and demoralizing, could be addressed. She also wondered why a staff member would consider the testing an undue burden. Quinn wondered if it’s a mental and emotional burden to them.
 - Todd: “I got it’s a literal reading on the letter for this policy. I appreciate what everyone put into it, and when you write something like this, it has to be short and factual, but it might come off as terse in tone.”
 - Rob wondered if staff were interpreting the policy discussion as though they have a vote in the matter. “People should voice their opinion, but this policy and procedure is not here to make people feel good. It’s a directive for the people to run this school. Having explicit language in place is very important, so there’s no poor interpretation. The terseness is a feature, not a bug.”
 - Quinn: “There’s a shift in policy in how it’s currently being written and how it was written in the past. The staff aren’t used to this way of how policies are written.”
 - Jess: “I agree with Quinn. It used to be done differently. From our history, the staff used to write policy along with the Board. That’s not the case now, for many reasons.”
 - Cyndi: “I think you’re being generous to create more safety, but you’re not dictating to your employees. You’re allowing them to choose. They don’t have that option in Illinois. Maybe the way it’s presented to employees, that we’re not going to mandate everyone gets vaccinated, but we’re doing it to keep the kids safe. This is an option for them. It’s less invasive, it’s paid for, it’s done at school.”

Discussion on Board Vote on Policy or No

- Allison pointed out the time, and there was discussion on whether the proposed testing policy should be put to a formal vote by the Board. At the inception of the PEOP, the Board decided to

give Quinn and Jess the ability to change the policy without a vote from the Board due to the urgency of the situation.

- This policy is a big change to the PEOP. Executive committee didn't feel it should go into the PEOP without being reviewed by everyone: Board, staff, and admin. Allison gave everyone the option of either putting it through a formal vote, editing it and voting on it, or putting into the PEOP without a vote.
- Quinn suggested pushing the timeline for registration a bit to allow any staff members with questions to come to a town hall meeting where there could be a live FAQ about the policy. The policy edits should only be the dates of when registration begins and ends, but this could give employees a chance to hear from the Executive Committee "in person."
- Both April and Nick thought that would be helpful and would make the staff feel more a part of the process.
- Board members agreed that staff should feel like they're being heard and they can bring their questions and concerns about the policy, but they do not get a vote.
- Christine thought the policy could be broken down in an intro letter that explains in a respectful way why it says what it says.
- Todd: "It's critically important the staff members who expressed concerns are heard and if we can, accommodate any tweaks to that. If we push this out a week and put it to a vote, then it would give everyone the opportunity to put their concerns in writing. An emergency session could make that happen. All stakeholders would feel they have a voice. This is significant and out of the ordinary and it's impactful. I don't want to rush it."
- Teresa: "I thought it was well written. I didn't even look at the word 'draft,' I just assumed this was how it's going to be. I figured this was a policy that was meant for me as an employee. But I really feel it was not harassing or intimidating. I didn't sense any of that in this policy."
- Janelle: "Having the full Board's backing and having a formal vote shows that we support Quinn and Jess. We did a lot of research and discussion on the policy, and we have everyone's interests in mind. We share this as a group, a group policy was made. And it shows us as a united voice."
- Todd: "This does definitely cross the line into HR policy, which does require Board level approval. I greatly appreciate Quinn, Jess, and Allison and the work they put into this. It was not easy. They should share that burden with the Board."
- It was decided that, even though Quinn can add policies to the PEOP without a vote from the Board, the Board would bring the testing policy to a formal vote after a town hall meeting takes place with staff. Allison said she would invite all Board members to be present at the town hall with her and Quinn if they wish to be.

First Reading of Revised Disciplinary Policy

- At this time, BMS does not have a strong Disciplinary Policy. It just reminds employees Indiana is an at will state, and they can be terminated at any time for any cause. There's an open door policy to have conversations when issues come up.
- When you have a Disciplinary Policy that's not well defined, then some folks get favored over others. It can be hard to understand the lines for when some conversations need to occur and when the conversation has occurred too many times.
- Allison shared the Policy Handbook on her screen with the Revised Disciplinary Policy for people to read.
- The "at will state portion" of the original policy was left in.
- The chain for reporting cases of harassment was clarified.
- The new policy acknowledges that complaints will be dealt with in an appropriate time and manner.

- It now has levels of disciplinary actions clarified: verbal warning, written warning, and final warning.
- A sample of a written warning form was also added.
- Allison said Janelle would cover the other policy handbook and bylaws edits during her Governance Committee report.
- Allison asked for comments, questions, or edits on the Disciplinary Policy.
 - Bridget: “Is there a reason why the language around expectations of employee behavior is softer at the beginning?” Allison: “That would reflect that we believe all our employees are making their hardest efforts for the school each day. We approach it with the assumption that an employee was doing their best and not doing something with malicious intent.”
 - Quinn: “It would depend on the situation as to where you start in the process of disciplinary action; it would depend on the violation in policy. We can talk it out and figure out why the behavior is happening and make a plan to move forward. If that plan fails, then we move forward.”
 - Bridget: “The difference between the words ‘suggestions’ and ‘expectations’; if we want a demonstrable change in behavior, maybe it’s helpful to be as clear as possible about what the expected change should be going forward.”
 - Allison said she would make that edit as suggested.
 - Rob thought it would be helpful to have an option section in the policy, where employees are given choices that create a clear delineation for how they can move forward. Allison said she could include that as an edit as well.
 - April said the policy seemed reasonable to her as an employee.
 - Allison: “It was my concern that it would feel punitive coming on the back of the testing policy, but research shows that it’s best to have stricter policies in place making sure all employees have the same treatment.”

Treasurer Report

Cyndi Williams – Accountant – **Time: 7:48 pm**

- Phuong deferred the Treasurer’s Report to Quinn and Cyndi.

Balance Sheet

- Our Certificate of Deposit, listed under Assets, comes due on October 24th. We were capturing 2.5% interest on our CD. The highest rate now is 0.5%. Cyndi said she has an appointment with an investment banker soon to talk about it. We have 10 days after October 24th to make changes in our rate.
 - The bank suggested locking in for 13 months and then revisiting it, because things could change in the coming year.
- The difference in our Checking and Savings shows the Paycheck Protection Program Loan Forgiveness we received between September 2020 and 2021.

Profit and Loss Sheet

- Under our income, we have a negative balance showing in the lunch program. Because we signed up to be a part of the Seamless Lunch Program, anyone who paid August lunch fees had to be refunded or that money had to be applied toward tuition.
 - We haven’t received a check from the state yet for August’s lunches. September’s lunches will be submitted soon.
- “Other Fees Income” is the PPP Loan Forgiveness.

- Phuong asked how much we should expect monthly from the state after we submit the claims for lunch fees.
 - It's based on how many meals are served. Cyndi said she finished training on the program over the weekend. The reporting is different from the National School Lunch Program.
 - August looks like we'll be receiving around \$9,000. We have more students in the school this year, and more are eating lunch.
 - There were suggestions at a previous meeting of letting parents know that free lunch is available for their kids, and the school makes money off of it. Quinn put it in her newsletter then.
 - For the Early Childhood classes, lunch was included in tuition. Some of the kids are bringing bagged lunch, and we can't claim those. If they take the school lunch and eat some, it can be claimed, but if they don't eat anything on the plate, it can't be claimed.
 - Some parents are selecting lunches and sending kids with lunches. So we can't count the lunches they selected unless they eat some part of it. Quinn's been telling the teachers to try having the kids eat the fruit, at least.
 - The teachers can report if someone who didn't order gets one of the extra lunches, and we can still claim it.
- Looking at the budget, insurance was high last month because our worker's comp policy came through and was paid in total.
- Curriculum was a little high. The classroom dividers that were purchased were charged to Curriculum, because we didn't have a separate line item in the budget for Personal Protective Equipment (PPE). It happens when the charges come in and is why it's showing in September's report.
- Salaries were a little under due to Jess taking the role as lead teacher in Sycamore.

Governance Report

Janelle Terkhorn – Vice President – **Time: 7:57 pm**

Policy Handbook Revisions

- Janelle shared the Policy Handbook with everyone. Edits she made were in red.
- Previously many of the sections only mentioned staff in the policies. We included Board members in specific places.
 - Allison said adding "Board" or "Board member" to these policies will include external Board members (non-parents), who were not subject to these policies before.
 - "Board" or "Board members" were added in the sections dealing with the prohibition against sexual harassment, the consensual relations policy, and the whistleblower policy.
- An "IRS Template for Conflict of Interest Policy for Non-Profit Organizations" was added to the policy handbook.
- Janelle asked for any questions or concerns about the edits she added.
 - Todd: "The new 'Conflict of Interest Policy' doesn't preclude anyone engaged with the school as a Board member or parent from doing business/making contracts with the school or serving as a Board member, does it?"
 - Janelle explained if a vote comes up that includes a conflict of interest, the Board member involved must come forward and recuse themselves from any votes related to the conflict of interest.
- There was a question in the chat about the policy regarding romantic and intimate relationships. It mentioned "subordinate employee" and not just employee. It was decided that it could be

edited as just employee. There is an explicit piece in the policy about relationships between a Board member and the Head of School.

- Jess: "We have a long tradition of married couples working here. That's why the original policy said 'subordinate.' They don't need to be in a direct working relationship with each other. It could just say 'employee.'"

Bylaws Revisions

- Under "Qualification and Tenure of Board Members," we clarified that immediate family of employees of the school cannot serve on the Board and which family members are included in that definition. We pulled the new wording from the Nepotism Clause in the policy handbook to align both the bylaws and the policy handbook.
- We added the definition and responsibilities of the new "Fundraising Committee" to the bylaws.
- We added that the Secretary would be responsible for making sure their documents are created in an accessible format.
- Phuong pointed out that the Treasurer section might need wording changes since we've moved to a governing Board structure. Instead of the Treasurer "ensuring" reports are filed on time, it should read the Treasurer "oversees" the filing of timely reports, etc.
- Amanda left feedback on the Secretary's responsibilities due to the change in to a governing Board structure.
 - Amanda had a question about whether the Secretary should be handling all the minutes for all the active committees now. Or will the Secretary be responsible for to overseeing/ensuring there are minutes for all the committees archived? Is the Secretary collaborating with each committee?
 - Quinn said at her old school the chair of each committee takes notes and share them in the Shared Drive. They are also shared with the Secretary to be housed in the "Secretary Notes."
 - Amanda suggested that there may need to be a statement added somewhere, like in a new Technology Policy, that the minutes are stored in a specific and responsible manner.
 - Jess said she is the Secretary for a legislative committee, where the Secretary's job is to curate the archives. The committee meeting's minutes are archived. A document is shared one time with the Secretary, and committees add the more recent editions in archived format.
 - It was decided more edits to the Secretary and Treasurer roles would be made later in committee.
- A section for the Fundraising Committee was added. It was modeled off the Nominating Committee already in the bylaws.
 - Allison said: "A Governing Board is not heavily involved in the day to day operations, but in the growth of the organization. A critical part of growth is fundraising. Tuition covers the budget in good times, but in order to grow and thrive, fundraising is a necessity for us. The goal was to create the committee and place it in the bylaws to give it permanence. It's a reminder to the Board to be actively involved in the fundraising process and to keep in mind what fundraising does for the school and its long term growth."
 - Phuong pointed out that a lot of fundraising and events have already been set up for the year. She asked when the committee was going to go into effect. "Am I the chairperson with everything that's going on already? Do I need to get in touch with who will be on the committee and get acclimated to it?"

- Allison said she is the Fundraising Committee at the moment. She sent out an email to several people to put out some feelers, because things will ramp up for the Annual Campaign soon. She has been working with Jess and Quinn to pick up on things Jess did last year, like setting up the FACTS collection page.
- Allison will be sending out fundraising letters to current Board members and former sponsors and donors. She will also be looking for donors for the Day of Giving.
- Phuong: “Can I just do that together with you this year and learn the process?” Janelle: “The whole Board will be tagged in and will work on different components of fundraising. The committee will have a Board-led component.”
- There are a couple of specific tasks that Allison will reach out to certain people about. In future years, the committee will look different. It will work closely with Quinn and Jess, review the strategic plan, and decide what items to prioritize in fundraising each year.
- Jess: “I am open to anything. Once I’m not in Sycamore anymore and I take on a similar role as last year, I want to be semi-involved with projects I started working on before, so I’m not lost again next year.”
- Allison said recent events have pushed back the development of the FACTS giving page. By the end of this week there will be a collector page. She will involve Jess in the review of that page and the fundraising letters.

Shared Google Drive

- The Board and Teacher Shared Drives were destroyed when Google revamped its Workspace a few weeks ago.
 - Janelle said that if anyone isn’t finding things in the Shared Drive, it’s deliberate.
 - There are still sensitive materials being collected from old accounts to make sure we retain that information.
 - Some information was lost in the revamping of the Drive.
 - Janelle told Board members to look out for emails in the Board emails allowing them to have access to the new Shared Drives. Currently, only the Executive Committee has access to the Drives for confidentiality reasons.
 - Quinn said Phuong should contact Cyndi and give her access to some of the information in the Treasurer’s account for next year.

Nominating Committee

- Nominating Committee has all its members now.
- Janelle asked Board members to fill out the blank Matrix she sent everyone to help the committee figure out what skills will need to be replaced for next year’s Board.
 - She filled one out as an example.
 - She would like them back in a week or week and a half, so the committee can start working on next year’s slate.
- The next Governance Committee meeting will be pushed to November due to scheduling

Operations Report

Admin Team – Quinn McAvoy, Jess Davis, Cyndi Williams, and Teresa Mandell – **Time: 8:37 pm**

Enrollment

- Two students remain on sabbatical.
- We have received several inquiries, and tours have been given for our Lower Elementary program.

Staffing

- Sam Cusack is shifting to the lead teacher position in the Sycamore classroom this month. The transition will start as a co-lead position with Jess Davis as we search for a non-lead to join Sycamore. Once we hire the non-lead, Sam will shift to the lead teacher position.
- Barbara Rand joined our Lower Elementary Aftercare team and will be a substitute.

Curriculum

- Started creating a resource kit for now federally recognized Indigenous People's Day.
- Grant-purchased Early Childhood materials are starting to arrive, but some are held up in shipping delays.

Student Services

- Meeting with the new Speech/Language Pathologist, Whitney Rutz.
- Evaluation referrals
- Team meetings with families and service providers

Advocacy

- Jess Presented two sessions for United Montessori Schools of Indiana (UMSI) Fundamentals Training.
- Jess worked with Pete Miller and Chad Ranney of the Department of Education (DOE) on language for Montessori early childhood programs in the 2022 legislative session.

Professional Development

- Quinn continues her Ph.D. coursework on Educational Leadership. Currently developing her research study and hoping to implement at BMS.
- Jess applied to speak at 2022 AIMS.
- Montessori in the Mountains, at which Jess and Eve were scheduled to speak, has been rescheduled for October 2022.
- Jess began an IU master's program: Teaching, Learning, and Curriculum.
- The second year of our Anti-Bias/Anti-Racism (ABAR) training will be held with our teaching staff on November 1st and 2nd.

Administrative

- Enrollment
- Tours
- Inquiry follow-up phone calls

Pandemic Emergency Operations Plan (PEOP)

- Continued to attend Department of Education and Indiana State Department of Health briefings weekly. The state is transitioning to bi-weekly updates.
- Continued updates (community transmission considerations, local provider requirements, etc.)
- Tracking and documenting all illness absences per PEOP protocol
- Updates to contact tracing procedures (schools now responsible for contract tracing within the school setting and reporting this through the state portal)
- Researched and attended COVID testing training

Community Partnerships

- City of Bloomington Martin Luther King Jr. Commission
 - Working with the City of Bloomington on the MLK Jr. Commission to develop a racial dialog and education curriculum that volunteers would present throughout the community during the 40 Days of Peace.

- We sponsored the Black History 1010 Mobile Museum, which gave private sessions to groups of impacted students and was open to the public.
- All commissioners are expected to help secure sponsors and funding for the annual MLK Day City of Bloomington community celebration, so I (Jess?) am starting to be assigned community organizations to approach.

Facilities

- Maintenance Completed
 - Attic insulation repair
- Maintenance Pending
 - Sweet Gum outdoor cabinet door replacement
 - Kitchen refrigerator replacement: it will take four to six weeks for the new fridge to arrive, so Emily is using a fridge from ReStore for now.

Technology

- Updated teacher and student devices for drivers and security
- Support for Board/Lead Teachers with Shared Drives (Janelle/Allison and Eve/Robyn)
- Support for Cyndi
- Support for Lead Teachers with FACTS Report Cards (Parent/Teacher Conference reports – Evan/April/Anna)
- Updated out-of-date Benchmark PDFs (Parent/Teacher Conferences – all classes)
- Support for email communications issues FACTS Communications (Evan and Robyn)
- Training (Teresa) in Google Workspace (items coming up for distribution and teacher use) – three – four sessions per week
- Troubleshooting listserv issues (missing parents, dropped messages, etc.)
- Troubleshooting FACTS issues (missing parents, etc.)
- Hardware support for the new hardware in classrooms (Jess)
- Transferred videos to our Vimeo account and checked content (Eve/Jess/Matt – World Peace Day)
- Edited video for Sycamore/Will to be used for World Peace Day (Jess)
- Support for teachers updating their machines (training aids – Eve)
- Cover for front office (phones, etc., as needed)
- Support on phone system and security cameras/door locks (Donalee)
- Training and support for Communications (Evan)
- Online Giving Tuesday platform will be worked on

Parent Action Committee

- Restructuring Event Planning
 - Each remaining PAC event will have a Lead or Co-Leads who will manage the planning, volunteers, and tasks. They will give updates at each PAC Meeting, and the PAC Chair will oversee all event deadlines, purchasing, and communication/marketing via newsletter and social media. The remaining 2021 – 2022 school year events now have leads.
- The Take-a- Hike Challenge registered 34 participants and sold 78 t-shirts.
- The Fall Festival is on October 22nd. Preparations are going smoothly. A new platform called Topia will be used to address the issue of Zoom fatigue and was successfully beta tested by PAC. All students will receive a bag with materials to enhance the virtual experience. Christine asked Board members to please attend and participate with other families.

- Take and Make: Board and Brush is on November 17th. B&B has created a private checkout link for our school on their site, and flyers will go out directly after Fall Festival.
- Future PAC Events
 - BMS community service project
 - January 28th: Take and Make: Pizza kits/Trivia
 - March 25th: Parent Social
 - April 22nd: Take and Make: Terrarium Gift
 - May 2nd: Teacher Appreciation

Development/Fundraising Committee

- Take-A-Hike Challenge – Restricted funds for an Automated External Defibrillator (AED) machine and service contract
 - Event: October 15th – 22nd
- For Small Hands
 - October 29th – November 18th
- Lynch Creek Farms
 - Wreath, swag, centerpiece sale; online sales and products shipped directly to homes; October 13th – December 5th
- Giving Tuesday, November 30th
 - Annual Campaign kick-off – December 6th
- Board Fundraising Committee creation underway

Communications

- Bi-monthly Newsletters, emails to community
- Facebook posts
- Event flyers
- Black History 101 Mobile Museum Sponsor

Finances as of September 30, 2021

- Main Checking: \$204,651.35
- Money Market Account: \$86,356.85
- Certificate of Deposit: \$502,595.43
- Fundraising: \$40,237.61
- Café Account: \$4,733.40
- The second Paycheck Protection Program (PPP) Loan Forgiveness from the Small Business Agency was received on August 17, 2021, and had a QuickBooks journal entry date of September 15, 2021.
- Tuition delinquency: \$4,999.39
- IU Credit Union Loan balance: \$668,995.26
- Reports filed with the National School Lunch Program and the Indiana Department of Workforce Development
- 2021 – 2022 CAFÉ plans completed, AFLAC program is being set up and will begin in December 2021.

Strategic Planning

- The Executive Committee is reviewing this year's priorities within the Strategic Plan and is planning tasks accordingly.

Closing

Allison O'Boyle – President – **Time: 8:45 pm**

- We're due for a new Board Quarterly Newsletter. Bridget will help Allison with creating it this time. If any Board member has ideas to add to the newsletter, they can let Allison know.
- Allison will contact everyone about the Annual Fund and their donations. It's helpful to go into Giving Tuesday and the beginning of the Annual Appeal with 100% Board participation. That sends a message to the rest of the community that the Board supports the school 100%.
- Expect a small gift of appreciation soon. Allison would love help from other Board members on the Annual Appeal, including a review of the letters.
- It will take a couple of days to schedule the Town Hall meeting about the testing policy. Allison and Quinn will touch base about it and then will follow up with the Board.
- There was no Closed Session after the meeting.

Meeting Adjourned: 8:47 pm

Respectfully submitted by Amanda Cook, Board Secretary