

# Bloomington Montessori School Board of Directors Meeting Minutes

January 10, 2022, 6:00 pm, Online via Zoom

## Board Members Present

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

## Staff Members Present

- Quinn McAvoy
- Jess Davis
- Teresa Mandell
- Cyndi Williams
- Alice Pennell
- Anna Wegerson

## Preliminaries

Allison O'Boyle – President – **Time: 6:06 pm**

### Introductions and Welcome

- Allison thanked everyone for coming and hoped they enjoyed their Winter Break. With four other Board members present at the start of the meeting, she acknowledged she would add her vote to any motions to create a quorum.

### Approval of Minutes from December 2021 Board Meeting

- **Janelle Terkhorn moved to approve the December 2021 Board meeting minutes. Christine Lovelace seconded the motion. The motion carried with no abstentions or objections.**

### Call for Issues Not on the Agenda

- No new issues were added to the agenda.

## Treasurer Report

Cyndi Williams and Quinn McAvoy – Accountant and Head of School – **Time: 6:08 pm**

### Balance Sheet

- Our Operating Checking from December is very healthy at \$174,000.
- Our cash reserves right now are basically attributed to getting the Paycheck Protection Program (PPP) loans in 2020 and 2021.
- Cyndi said both December and July are expensive months, because they both have three payroll dates. December also has the holiday bonuses to staff.
- She said compared to a year ago, we're doing well financially.

### Profit and Loss Statement

- For December, we're under what we budgeted. Expenses were \$10,000 over what we budgeted. Part of that is due to Aftercare income.
  - Normally, Aftercare is billed two weeks before the end of the month for the following month. December's Aftercare was billed in November.

- Because we were on Winter Break in December, January's Aftercare was not billed until January.
- January's Aftercare income was over \$5,000. More families are taking advantage of the program than we anticipated.
- All the other categories on the December Profit & Loss Statement were within budget.
- Cyndi said salaries were off by \$10,000. Again, December had three payrolls plus the holiday bonuses, and we're missing the \$5,000 in January Aftercare income.
- There was a rise in substitute hours in December as well.
- Quinn said two of our staff left in December, so we paid out their salaries for the month. If that hadn't happened, we'd be within our budget.
- Cyndi said fundraising in November and December was great with Giving Tuesday and the kick off of the Annual Campaign. Those funds were transferred over in December.

### Second Reading of Fiscal Year 2023 Budget

- Quinn shared the comparisons of the proposed Worst Case Scenario Fiscal Year (FY) 2023 Budget and Best Case Scenario FY 2023 Budget.
  - She pointed out that there was an accidental negative in the surplus/deficit line in the Best Case Scenario. That scenario would garner a surplus of \$51,921.84. The Worst Case Scenario would garner a deficit of -\$24,345.29.
- Last month, Quinn submitted both proposed scenarios to the board. Then, in Closed Session, she talked about updating the budgets to include an increase in staff salaries and tuition. What she shared with the Board during this meeting was the updated scenarios.
  - She looked the Cost of Living Adjustment (COLA) from the federal government for 2021 in determining how much to increase staff salaries by. She said we usually use a document from an AMS survey for increasing our Steps and Lanes, but that document won't be published until March (AMS survey).
  - MCCSC increased their staff salaries by 8% this year due to extra funding from the federal/state government.
  - While looking at tuition rates of other schools in our neighborhood, Quinn said the Finance Committee went with a 6% tuition increase for the proposed budget, which puts us in the middle to the top of other schools in our neighborhood. This increase allows us to give a cost of living increase in salaries to our staff.
  - Quinn and Cyndi also did a review of the budget with those numbers in mind and found the sub category hadn't changed, so they increased that line item by \$6,000.
- The updated proposed budgets still use the same enrollment numbers for both the Best Case and Worst Case Scenarios. The only change made was the tuition increase at 6% and the increase in salaries.
- This year, we're working with a -\$63,000 for the budget.
  - Allison asked about the ratio for us to continue to be in compliance with our bank loan, which is 1.02%. She wondered if we would still be in compliance with the new numbers. Quinn said with a positive net of \$13,000, we would be in compliance at 1.02%.
  - She said even with our -\$63,000, we're looking good right now, as long as nothing major happens to change that.
  - Cyndi said the proposed Best Case Scenario would put us at a 1.9% ratio and the Worst Case Scenario would put us at a 1.09%.
  - Quinn felt our fundraising efforts have been enough that we could possibly make up that difference.

- **Amanda Cook moved to approve the proposed budget with both the Best Case and Worst Case Scenarios for Fiscal Year 2023. Janelle Terkhorn seconded the motion. The motion carried with no objections or abstentions.**

#### Discussion of Investment of Old CD Monies

- Cyndi said she researched investing the money in our savings account in ESG funds. The accounting firm she spoke to said as long as we invested in products that are low risk, there should be no tax implications for our non-profit status.
  - She looked at Fidelity where we have our simple IRA and looked at Vanguard.
  - Vanguard has quite a few funds. She looked at the 1 year progress of each of the funds in dollar amounts. Some had significant increases, and some not so much, one.
  - She suggested when determining which funds to use, we would need a financial planner to help us pick the safest fund.
  - Her question for the Board was: Do we want to pursue investing in these funds? If so, do we want to invest the full amount or invest half and invest the other half in a lower CD at a lower percent rate?
- Rob suggested when looking at risks, we should consider risk over time. “Risk is not just about the return, but also about how large the basket of funds in and over what time period.”
- Quinn said the Finance Committee hasn’t met to discuss this yet. Allison suggested calling a special meeting with the Finance Committee before the next Board meeting. They could look at various companies and products that make sense for us, look into contacts we might know who are also financial planners, and put together a proposal to bring to the Board.
  - Rob said many of the investment companies will have non-profit offices who could help us. We may be able to save a lot of money using someone in house.

#### President Report

Allison O’Boyle – President – **Time: 6:29 pm**

#### Executive Committee Report

- Between December and January, the committee met to work on the Pandemic Emergency Operations Plan (PEOP) and COVID management.
  - They approved and distributed a Student Vaccination Status disclosure form to families. The information from those forms will be held confidential. Quinn and Jess will use that info to determine close contacts, quarantine, and isolation requirements for students. The state might ask for the aggregate information as well.
  - The committee also reviewed the Indiana State Department of Health’s updates in guidance for schools regarding close contacts, testing, and quarantine periods.
  - Some of the Exec Committee members participated in a Zoom meeting last week updating families on changes to the PEOP.
- Members of the Development Committee will schedule another planning meeting soon. They will focus on identifying a parent member and promoting the Annual Fund.
- Allison thanked the Board for writing thank you notes to Annual Campaign donors. She said she received a lot of positive feedback from donors who received their notes.
- The Executive Committee will work on strategic planning in the coming months.
- When thinking about creating a new Technology Policy, the committee found bits of one scattered throughout the policy handbook in sections dealing with confidentiality and student information. The only updating that is needed would be to address some of the new technology the school has started using since the last rewrites to the handbook: distance learning; Zoom

meetings; content shared via student email or shared via Google Drives and the confidentiality that's related to that.

- Teresa pointed out that students don't have their emails right now. Those emails were created for Distance Learning. There was some confusion, because some students are still using their emails.
- Allison said the committee will want to consult with Teresa about the areas she perceives should be in a technology policy.
- Allison said when the committee worked on the staff disciplinary policy and some incidents with parents occurred this year, they realized we have a hole in our policies when it comes to conduct. We have a strong policy for staff and a policy around student conduct, but we don't have anything for families, guardians, or outside community members to determine what our next steps would be if something goes sideways.
  - Allison did some research in policies that currently exist, especially in Montessori schools, and she found references to a community code of conduct, which sets out expectations for everyone in the community.
  - The committee felt this would be a helpful concept to explore, and they will reach out to AMS to see if they have any resources we can use to create a policy. The committee will then bring their proposal to the Board for review.
- Regarding school operations, Allison provided some in person support to Quinn in the last week of Winter Break.

## Governance Report

Janelle Terkhorn – Vice President – **Time: 6:36 pm**

### Governance Committee Report

- Janelle sent surveys to Board members to assess Board function and progress. The committee will be creating a basic orientation program for next year based on the feedback from the surveys.
- She sought out the Finance Committee and Executive Committee's involvement to set up more surveys with questions about finances and reading financial statements for next month's closed session.
- The Board will review their answers to the first survey during today's Closed Session.

### Nominating Committee Report

- The committee will be interviewing two applicants this month, and they are advertising for more candidates. Janelle said the candidates who have applied so far look promising.

## Operations Report

Quinn McAvoy, Jess Davis, Teresa Mandell, Cyndi Williams – Admin Team – **Time: 6:38 pm**

### Enrollment Update 2021 – 2022

<b>Enrollment Update 2021-2022 Group</b>	<b>Actual 2021-2022</b>	<b>Classroom Capacities 2021-2022</b>	<b>Difference</b>
<b>Half-Day Early Childhood</b>	48	48	0
<b>All Day Early Childhood</b>	45	44	+1
<b>Lower Elementary</b>	53	59	-6
<b>Upper Elementary</b>	44	48	-4

### Enrollment

- Two students remain on sabbatical.

- Intent to Return Forms will be sent out to all current students January 14, 2022, and will be due January 28, 2022.
- There is one additional student in an All Day classroom. One student is withdrawing because they are moving, but the family requested to have their child stay an extra month. Their spot was already filled by a student from the waitlist.
- Staff are hosting their informational meetings for parents of students moving into Kindergarten, 1<sup>st</sup> grade, and 4<sup>th</sup> grade soon.

#### Staff

- Hiring for Upper Elementary non-lead teacher, Spanish lead teacher, and Lower Elementary Aftercare staff continues.
- Tommy Birchall Perez was hired to fill the AM Hickory non-lead position.
- Staff Intent to Return Forms were sent out January 3, 2022, and are due back January 14, 2022.

#### Curriculum

- Jess is partnering with Sam for his transition to Lead teacher with curriculum planning and resource development.
- Classroom staff will continue with Spanish lessons until we hire a new Spanish teacher. Evan provided recordings of his songs for teachers to use in their classrooms.

#### Student Services

- Quinn and Jess attended MCCSC team meetings for Individualized Service Plans for students and led in-house accommodation plan team meetings.

#### American Montessori Society (AMS)

- Discussions with AMS and Montessori Public Policy Initiative (MPPI) regarding AMS becoming a third-party accrediting body with the Indiana Department of Education (IN DOE). This would help BMS to become a licensed facility and have a packet of exemptions for those items that hold us different from traditional preschool programs.

#### Parent Education

- Pandemic Emergency Operations Plan (PEOP) Parent Webinar was held on January 5, 2022. It was well attended by families.

#### Advocacy

- Montessori legislation work has been picked up by Senator Raatz for the 2022 session. Language is drafted and in negotiation with Family and Social Services Administration (FSSA) representatives. If the bill passes, it will allow us to become a licensed facility and participate as a licensed program in the state.

#### Professional Development

- Quinn continues her Ph.D. course work on Educational Leadership.
- Jess continues an IU master's program: Teaching, Learning, and Curriculum.

#### Administrative

- Training for a new Office Assistant, Tonya McCray, who used to be an assistant teacher, a substitute teacher, and a cleaner for the school.
- Enrollment
  - Tours and observation visits by parents have been paused until we can get through the current COVID surge.
  - Inquiry follow-up phone calls

- CTBS standardized testing materials have been distributed to Elementary Lead teachers. They are scheduled to start testing on Tuesday. We are forced into a specific testing window, otherwise 6<sup>th</sup> graders won't get their results back in time for ALPS determination.
- PEOP
  - Continued to attend Department of Education and Indiana State Department of Health briefings weekly
  - Continued updates: new CDC recommendations, upgraded mask policy, community transmission considerations, local provider requirements, etc.
  - Tracking and documenting all illness absences per PEOP protocol.
  - Student Vaccination Declaration form due back January 14, 2022

### Community Partnerships

- City of Bloomington Martin Luther King Jr. Commission "One Community" social justice curriculum
  - Many schools in the county are interested and we are recording training videos and recruiting volunteers.
  - BMS has hosted training video recordings and lessons and will host the adult volunteer training after school hours on January 14, 2022.

### Facilities

- Maintenance Completed:
  - Downed tree on lower playground removed during Winter Break
  - AED Installed in front office
- Maintenance Pending:
  - HVAC repair: replacement of parts in two units (We are replacing a defrost part. The front office staff have a space heater and blankets to use until it's repaired.)

### Technology

- Modifications were made to the website to reflect new staffing and bio changes.
- Updates to FAQs and PEOP for the website.
- Upper Elementary Holiday Program videos posted to Vimeo worked with Sam.
- Listserv help for Willow and Head of School (HOS).
- Updates to listservs and Google Groups now that Tonya has joined us.
- Training with Tonya on lunch scheduling, programming, and reporting.
- Closed lunches for the month of January. Emails about signing up and follow-up on responses from parents.
- Updated Chromebooks in Sycamore/Willow, Maple, and Walnut. Also those in reserve.
- Updates to listservs for children/families moved to new classes.
- FACTS Training on admissions (used as refreshers for system capabilities).
- Modifications to FACTS Event Calendar.
- Updated attendance reminders in FACTS for use by Tonya.
- Updating mailing list to incorporate both current and alumni families, removing duplicates, adding grandparents, etc. Will move these contacts into FACTS Giving once I have access. This could be quite a project as Allison mentioned that database requires phone numbers and those aren't on my mailing list.
- Problems with sending emails to the Listservs. I trouble-shot them as best as I could but still work needs to be done.
- Teresa said it was a short month. She said she is still having trouble with the listservs. She can see things going out using Google and can see where things are received or not, but she can't

solve the problem in the middle. Quinn has had to send things out in different ways, and Teresa's sent things out for people, but that didn't work out well. Those listservs are needed to contact people about COVID, and they're not working right now.

#### Development/Fundraising Committee

- Activities and Events
  - Take A Hike Restricted Funds: \$2,577.84
  - Annual Appeal 2020: \$203.90
  - Annual Appeal 2021: \$24,785
  - Donations: \$49.00
  - Amazon Smiles: \$178.51
  - Kroger: \$928.38
  - A check from the Charleston Wrap fundraiser is also coming. It should be for over \$2,000.

#### Communications

- Bi-monthly Newsletters and emails to community
- Facebook posts
- Event Flyers
- Website updates

#### Finances as of 12/31/22

- Main checking: \$183,948.30
- Money market: \$120,425.04
- Fundraising: \$553,535.38
- Café Account \$8,856.09
- Fiscal Year 2023 budget draft updated and up for second reading
  - Best and Worst Case Scenarios provided and dependent on COVID protocols
- Tuition delinquency: \$8,548.07; A large portion of the delinquency was from a family who has two children on sabbatical.
- IUCU Loan balance: \$654,735.23
- Unemployment Account: credit of \$2,069.74

#### Closing

Allison O'Boyle – President – **Time: 6:50 pm**

- Rob asked about the financial benefit of licensing the school. Quinn said with the pandemic, there's so much money being given to licensed facilities right now.
  - Jess said in Indiana, licensed facilities are receiving Build Back Better (BBB) funds. Those funds would be linked to a school's Path to Quality. We can't participate unless we're registered licensed exempt or a licensed provider.
  - In addition, there are major grant programs at the state level related to Path to Quality that would increase families' access to the school through vouchers, and would allow them to stay through elementary.
  - Indiana doesn't want to participate in universal Pre-K, even if the federal government passes it. Indiana wants its own program in-house to control. Most families in the state would qualify for subsidies for childcare. It would attract new families to the school and keep existing families here who might need the extra help.
- Allison asked if the Board will be doing the chocolate fundraiser again for Valentine's Day. Quinn said the fundraiser didn't bring in a lot of money last year. She and Tonya are looking into new ideas for the holiday.

- Quinn reminded everyone that the PAC Take and Bake Pizza event and the Make a Terrarium event are coming up.
  - Cyndi said there's a pasta company that does fundraisers that could be fun. Possibly 50% of funds go back to the school.
- **Meeting Adjourned: 6:54 pm**

Respectfully submitted by Amanda Cook, Board Secretary