

Bloomington Montessori School Board of Directors Meeting Minutes

February 8, 2022, 6:00 pm, Online via Zoom

Board Members Present

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

Staff Members Present

- Quinn McAvoy
- Jess Davis
- Teresa Mandell
- Cyndi Williams
- Sam Cusack
- Robyn Miller

Preliminaries

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

Introductions and Welcome

- Allison welcomed everyone to the meeting.
- She also welcomed Sam Cusack to the Board meeting for the first time representing the elementary lead teachers.

Approval of Minutes from January 2022 Board Meeting

- Allison asked for any edits or amendments to last month's minutes. There were none.
- **Todd Schnatzmeyer moved to approve the minutes from the January 2022 Board meeting. Phuong Thang seconded the motion. The motion was carried with no abstentions or objections.**

Call for Issues Not on the Agenda

- Allison asked for any issues not on the agenda that members might want to discuss.
- Phuong wanted to discuss the reinvestment of funds from a past CD. Allison said since Phuong's report was next, that discussion could take place during her time.

Treasurer Report

Phuong Thang – Treasurer – **Time: 6:07 pm**

Profit and Loss Sheet

- Phuong said our budget performance for January was very good. It was an uneventful month.
- Our net ordinary income was around \$28,000, which was \$10,000 higher than we budgeted for.
- Because of Winter Break in December, the invoice for Aftercare for January and February happened in January, so the P&L sheet shows two months' worth of Aftercare income.
- Most of our other expenses came in under budget. There were no unexpected maintenance expenses or repairs in January.

Balance Sheet

- Phuong said the Balance Sheet showed not a lot of movement for the month of January.
- Our checking and savings are very healthy. Our operating checking was \$183,000, which was higher than past years due to the Paycheck Protection Loans we received in 2020 and 2021. Those loans kept our checking and savings healthy.
- All other balances didn't really change much in January. Our fixed assets and depreciation change month over month, but generally, there was not a lot of new movement due to no surprising events occurring.
- Todd asked where the money from the old CD went. Phuong said those funds are now in the school's fundraising savings balance, which is around \$538,000. \$503,000 of that came from the CD at the end of October and was parked in our fundraising savings account until we decide what to do with it.

CD Investment Discussion

- Phuong said she looked at the minutes from the previous meeting and knew there was more discussion on where or how to reinvest the \$475,000 from the old CD that was approved in December. The Board agreed to have the Finance Committee look into various investment options besides another CD.
- Phuong and the Finance Committee reviewed our options for reinvestment, and she said, because we're a non-profit, we need to create an investment policy statement. We need to have a plan in place that shows, as an organization, what we want to achieve from investing our money, the background and values of our organization, and who will be accountable and have oversight over our investment portfolio.
 - What are our investment considerations? What risks and returns are we willing to accept? Long term versus short term? We need to have all of that documented and have a plan in place that can be executed over time, especially with the number of Board members we have coming and going.
- The Finance Committee proposed using the timing of the strategic plan's reassessment to do the prep work for a draft investment policy that will need to go through two rounds of readings before being approved. In the meantime, we can invest the \$475,000 in a short term CD for 13 months, and when the money comes available, we can start investing following what we laid out in our investment policy.
 - Finance committee found the CD doesn't have a high rate of return. At 0.5% for 13 months, we'll only \$2,400 in interest. We have some money in our money market account, which only has a 0.25% interest rate. However, if we withdraw from that, we don't incur penalty fees like with a CD.
 - Phuong said we could have the investment company, like Vanguard, do some of the work, but she believed a combination of Quinn, the president, and the treasurer needs to have oversight of the portfolio.
- Todd had a question about our cash flow and where this fit in. Quinn said with our operating checking at \$180,000 and our money market account at \$120,000, Cyndi will move some cash from our operating income to the money market to bridge the summer months.
 - Phuong said we have paid a penalty on the CD in the past, so we wanted a buffer in a money market account so we could withdraw and use that money as needed without paying the penalty.
- Allison said Cyndi mentioned the Federal Reserve Board would be meeting soon about raising interest rates, so maybe we should wait until mid-March to move the extra funds into the CD, leaving out the \$28,000 we approved for capital improvements.

- There was a question about whether we should wait to move forward until after we knew what the interest rates would be, but it was agreed to go ahead and vote on the Finance Committee's proposal.
- **Janelle Terkhorn moved to approve the Finance Committee's proposal to reinvest \$475,000 in a short term CD for 13 months in mid-March. Todd Schnatzmeyer seconded the motion. The motion carried with no objections or abstentions.**
- Quinn said she would email everyone with the new interest rates when they were confirmed around March 15th or March 16th.
- Todd asked about the remaining schedule on the amortization and depreciation of our fixed assets. Phuong said the buildings could be scheduled for 40 years. She said she would have to look in QuickBooks for that calculation. Todd said it would be helpful to have at the next meeting.

President Report

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

Executive Committee Report

- Between their December and January meetings, the Executive Committee consulted with Quinn on the Pandemic Emergency Operations Plan and classroom closures, as needed
- The committee began work on a Community Code of Conduct. They hope to have a draft proposal by April for a first reading. They spent time looking at similar codes of conduct at other Montessori and public schools.
- They found the parent handbook and Parent/Guardian Agreement, which have some mentions of behavior, were last updated in 2019. The Parent/Guardian Agreement has not been a part of the past two year's enrollment paperwork. It will be tweaked and released to families around the time their May deposit is due.
- Strategic planning is on hold at the moment while other needs have arisen.
- The committee also looked at what policies we have in place connected to technology use in the school.
 - Quinn and Teresa met about our current technology policy needs and researched many of the web-based programs used by teachers and students during distance learning last year.
 - Most of those programs are dormant now, but the committee felt it was necessary, for future use and consistency, to slot the words "web-based programs" into our current social media policy and in our policy on cyber bullying.
 - Those edits will be made in the coming month. The committee plans to present them to the full Board in April for a first reading.

Development Committee

- The next Development Committee meeting will be in February with a goal that by May, they will have a list of committee members for next year, a theme for the annual fund for next year, and a fundraising plan for next year. They will also do a cost/benefit analysis of this year's fundraising events.

Governance Report

Janelle Terkhorn – Vice President – **Time: 6:33 pm**

Governance Committee Report

- The committee continues working on our Board assessment.
- February's questionnaire for Board members covered the school's finances.

- Janelle is tentatively planning two more assessment sessions, but due to personal matters, she may create only one more questionnaire to cover them both.
- The committee will use these assessment to set up goals for the next strategic plan. They will meet before the May meeting to make sure they have what they need for those edits to the plan.

Nominating Committee Report

- The committee received applications for the Board from four parents this year.
- They have a final round of interviewing to do.
- They will meet during the first week of March to review the candidates and will have a Board slate available before the April meeting.

Operations Report

Quinn McAvoy, Jess Davis, Teresa Mandell, and Cyndi Williams – Admin Team – **Time: 6:34 pm**

Table of Classroom Enrollment Numbers as of January 2022

Group	Actual 2021-2022	Classroom Capacities 2021-2022	Difference
Half-Day Preschool	48	48	0
All Day Preschool	44	44	0
Lower Elementary	53	59	-6
Upper Elementary	44	48	-4

Enrollment

- Two students remain on sabbatical.
- One student withdrew from Hickory PM mid-January, and a new student from the waitlist started February 1st. There was one extra student in All Day Early Childhood who withdrew at the end of the month.
- Enrollment packets were sent out to current families and are due with the first deposit on February 18th, 2022.
- Summer camp registration opened to currently enrolled students on February 7th, 2022, and will open to outside students on February 28th, 2022.
- Enrollment for next year is going great.
 - Lower Elementary will have 33 students in each classroom.
 - Upper Elementary has two openings left for students on the wait list.
 - If we open classrooms to full capacity (dependent on dropping certain COVID protocols), we could take up to 70 new Early Childhood students. We currently have 103 kids on the waitlist.

Staff

- Hiring for Upper Elementary assistant Non-lead Teacher continues.
- Jessica Groves was hired as our Spanish Lead teacher and Lower Elementary Aftercare teacher. She starts next week.
- We are looking for both lead and nonlead/assistant teachers to teach our summer camp sessions.

Curriculum

- Jess is partnering with Sam for his transition to Lead with curriculum planning and resource development.

Student Services

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

Parent Education

- Kindergarten, First Grade, and Fourth Grade Informational Meetings; Recordings of those meetings will be sent out to families shortly.

Advocacy

- The bill Jess has been helping with went up for a first reading and was postponed until the House session next week.
 - It includes ratios more in line with American Montessori Society (AMS) guidelines for 2.5 – 6 year olds and exemptions for United Montessori Schools of Indiana (UMSI) validated schools (we are UMSI validated), which would make licensure much easier in the future if it were to prove necessary.
 - If and when it gets to be reread, Quinn plans on sending Jess to Indianapolis, so she can verbally support the bill being passed.

Professional Development

- Quinn continues her Ph.D. course work on Educational Leadership.
- Jess continues work in an IU master's program: Teaching, Learning, and Curriculum.
- Jess continues her Yoga 300 certification with a focus on teaching yoga to children.

Administrative

- Training for new Office Assistant
- Enrollment
 - Tours
 - Inquiry follow-up phone calls
 - Re-enrollment
 - Quinn said it's taking a lot of time to get new families enrolled.
- CTBS
 - Testing materials are in
 - The testing window had to be moved due to Covid. MCCSC has given us an accommodated timeline for Accelerated Learning Programs (ALPs) applications.
- National School Lunch Program (NSLP)
 - Cyndi attended trainings on School Nutrition, Ethics Course, and Civil Rights Compliance.
 - Verification Report filed
 - NSLP claims filed for November: \$7,365.66 and December: \$5,133.51
 - On-site audit scheduled for March 25th, 2022. Cyndi will work with Emily on that audit.
- Pandemic Emergency Operations Plan (PEOP)
 - Continued to attend Department of Education and Indiana State Department of Health briefings every other week
 - Continued updates (new CDC recommendations, upgraded mask policy, community transmission considerations, local provider requirements, etc.)
 - Tracking and documenting all illness absences per PEOP protocol.

Parent Action Committee (PAC)

- PAC started a new program, Fund a Friend, to allow families to help each other afford PAC events by adding to the fund during PAC event registration. PAC members didn't want any child to miss out on community-building activities due to lack of resources. Families can request coverage of PAC event costs through Quinn. The fund has over \$200 so far.

- Take and Make: Pizza event was a success with 27 families ordering 90 pizzas and about half the families joining in on Zoom. Catherine Pearce was an excellent host!
- PAC is planning a community service project for the whole school to benefit Pantry 279. Donations will be collected from February 7th through February 18th. Families can sign up via Sign-up Genius.
- The next PAC event is a Parent Social on March 25th. Details are still being worked out.

Community Partnerships

- City of Bloomington Martin Luther King Jr. Commission "One Community" social justice curriculum has launched and was highlighted at the MLK City of Bloomington Birthday Celebration.
 - Jess led a training to the volunteers for the program on January 13th
 - First presentations in schools have happened with very positive feedback
 - Jess voted Vice Chair of MLK Commission for the City of Bloomington, listed as a representative of BMS for this duty (BMS's service to the community).
 - Jess has been doing a lot of work with Flo from our community to prepare those presentations and get them into schools.

Facilities

- Maintenance completed: HVAC repair
- There was ice that fell in the HVAC units, but it melted, so they didn't need repaired.
- No maintenance items pending.

Technology

- Modifications and updates were made to the website to reflect new scholarship application information and the timeline for applications, COVID FAQs and PEOP.
- Listserv issues were fixed with the help of IU List Administrator. All listservs should be working, and I have not heard from leads since the issue was resolved. Those listserv issues were affecting everyone.
- Removal of Email capability for the Willow Classroom.
- Updated student and staff devices in Maple, Walnut, Willow, Sycamore, Hickory, Magnolia, main office, and in reserve.
- FACTS Training/work on Web Forms to help with data maintenance in the future.
- Renewed "weather" posting procedures. Post to website and Family Portal. Updated announcements in FACTS and on the website to indicate school not in-session on February 2nd – February 4th.
- Coverage for the front office.
- Enrollment Packets updated for 2022-2023 school year. Uploaded new Fee Schedule and other supporting documents such as Work Requirements.
- Resolved printing issue in Willow (certain fonts don't necessarily print properly, in this case, Nunito was replacing spaces with an apostrophe on the Toshiba). Sometimes the new fonts just don't translate.
- FACTS training on Web Forms and Enrollment Packets. Submitted Internal Server Error for Web Forms. Waiting to hear back on status from FACTS.
- Participated in a Nominating Committee Interview.
- Created account for new employee and added to listservs and Google Groups for communication.

Development/Fundraising Committee

- Activities and Events:

- Take A Hike - Restricted Funds: \$2,577.84
- Charleston Wrap: \$2,215
- Lynch Creek: \$179
- Annual Appeal 2021: \$25,795
- Donations: \$49.00
- Amazon Smiles: \$178.51
- Kroger: \$928.38
- The committee is still looking at spring fundraising opportunities.
- We are currently having a Spirit Wear fundraiser. Quinn shared it on FB and through email.
 - Teresa asked if the fundraiser could be made public. Quinn said it's public since it's on our website and on the school's FB page. Anyone can do the early bird pricing. They just need to bring their check/cash to the school office.

Communications

- Bi-monthly Newsletters, emails to community
- Facebook posts
- Event Flyers
- Website updates
- Parent Informational meetings

Finances as of 12/31/22

- Main checking: \$192,072.86
- Money market: \$120,451.51
- Fundraising: \$554,041.13
- Café Account \$6,938.72
- Fiscal Year 2023 budget draft updated and up for second reading, Best- and Worst-case scenarios provided dependent on COVID protocols.
- Tuition delinquency: \$14,507.30
 - Family 1: \$5,826 (sabbatical family); The family spoke with the Finance Committee once, but they have not been in communication with the school since. Quinn will contact them one last time. If they don't respond, per policy, she will open up their spots.
 - Family 2: \$1,890.91
 - Family 3: \$1,464
- IUCU Loan balance: \$ 649,998.09
- Unemployment Account: credit of \$ 1995.84

Closing

- Teresa wanted to thank the Board for the air purifiers in the classrooms and offices. She appreciated that we went an extra step to make sure our children are safe and felt they were a good investment.
- There were no other questions or concerns, so the Board moved to Closed Session.

Meeting Adjourned: 6:47 pm

Respectfully submitted by Amanda Cook, Board Secretary