

# Bloomington Montessori School Board of Directors Meeting Minutes

April 12, 2022, 6:00 pm, Online via Zoom

## Board Members Present

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

## Staff Members Present

- Quinn McAvoy
- Jess Davis
- Cyndi Williams
- Nick Beatty
- Anna Wegerson

## Preliminaries

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

### Introductions and Welcome

- Allison welcomed everyone to the meeting.

### Approval of Minutes from March 2022 Board Meeting

- Allison asked for comments, questions, or edits. There were none.
- There were no edits to the minutes.
- Janelle motioned to approve the minutes and Amanda seconded the motion. The motion was approved unanimously.

### Call for Issues Not on the Agenda

- No new issues were added to the agenda.

## Treasurer Report

Quinn McAvoy and Cyndi Williams – **6:08 pm**

### Profit and Loss Sheet

- Aftercare income was billed at the beginning of April so it will be shown next month.
- Other fees: there was a loss in projected income from the CD because it was withdrawn but this loss will be made up for by the lower interest rate on the mortgage.
- Allison moved the money out of the savings account. Half was deposited in a CD at Live Oak Bank at .085%, and half was deposited in a CD at IUCU at 0.5%. IUCU transition was seamless and Live Oak was easy too.

- Expenses were under budget but we had tree removal and a fence repair expenses that will show up next month.
- Net income is a bit over the projected.

### Balance Sheet

- We have a strong cash position.
- Assets show the normal amortizations of our fixed assets.
- Fidelity IRA didn't clear for March 1<sup>st</sup>, so it is not present on this month's sheet.

### Governance Report

Janelle Terkhorn – Vice President – **Time: 6:13 pm**

#### Governance Committee Report

- Governance will be meeting to analyze summary results of our first board survey. An action plan will be generated, and appropriate tasks will be handed out to committees and board members as needed for work over the summer months.
- Governance will also be organizing the annual board retreat and working on the agenda and materials to orient new and current board members for the 2022-2023 school year.

#### Nominating Committee Report

- Nominating committee has wrapped up and will check back in with the board at the start of next year regarding potential future vacancies.
- This committee will be checking with current BOD to see if anyone plans to leave the Board the year after next.
- The three potential At Large Members are: Ge Yan, Hilary Kanyi, Tracey Warren
- Christine will be moving to the Secretary role, and Bridget will be moving to the Treasurer role.
- Todd, Phuong and Amanda are retiring at the end of this school year.
- BOD 2022-2023 Slate:
  - President - Allison O'Boyle
  - Vice President- Janelle Terkhorn
  - Treasurer- Bridget Stromberg
  - Secretary- Christine Lovelace
  - At Large Members:
    - Russ Clark
    - Rob Danzman
    - Ge Yan
    - Hilary Kanyi
    - Tracey Warren
- Janelle made a motion to approve the slate as written, Amanda seconded the motion. The motion was approved unanimously.
- Bloomington Montessori School community will vote on the Board Slate in April.

### President Report

Allison O'Boyle – President – **Time: 6:17 pm**

## Executive Committee Report

### *PEOP and COVID management*

- Consulted with Quinn as needed, including a March 31st meeting to recommend changes for the two weeks following. No changes were recommended.
- A couple of families have written in since then. Their correspondence was placed in the shared folder for BOD members to review.
- Bi-monthly Covid check-in: There were 193 recorded cases in Monroe County this week, 7 new cases per day, testing sites have closed, 13 positive cases per 1000 residents – considered low risk, hospital rates are low (6 Covid patients, 1 in ICU). Youth cases have dropped except in the 18-19 year old category.
- New Omicron variant is increasing on the coasts and moving inward.
- Currently, BMS is masking indoors, with a choice to mask or not outdoors, no more social distancing, no close contact tracing, and is accepting rapid testing to return to school.
- We had one case diagnosed today in lower elementary – families have been notified. Several absences due to isolating with symptoms (sinus, fever, stomach).
- Teacher feedback on masking inside and having choice outside: Anna said it is going great. They are doing well transitioning inside and out. Jess said sometimes we have to supply masks when they forget them or lose them on the playground.
- Jess said that two students in her class stay masked outside. Anna said 4 students in her class stay masked outside. Nick said 2 students in his class stay masks outside.
- Socially, kids are doing well with people choosing their mask options.
- Allison recommends staying the course since we have a relaxation of protocols that is going well and we have an issue of vaccine inequity given our Early Childhood students under 5 years old.
- Amanda said that the medical community she follows on social media is now suggesting using the CDC waste water surveillance webpage to track community Covid rates, since we have a lack of reporting and clinical testing.
- Anna mentioned that Linnea Hubbard, who is involved in tracking Covid rates in Monroe County, expects a spike in May. She works in monitoring the wastewater covid data.
- Allison asked if anyone would like to suggest any changes to the PEOP?
- Todd added that we are so close to the end of the school year but wanted to know if anyone has been strongly asking for masking or unmasking? Allison replied that we have two vocal families who would like to maintain masking.
- Todd then recommended staying the course until the end of the year, saying that it doesn't make sense to rattle the cage. The kids and teachers are doing well.
- Allison asked Quinn if, in terms of operations, there were any concerns with this keeping things as they are.
- Quinn wanted to know if this decision would be for the next two weeks or the next five weeks.
- Allison responded that it would make sense to schedule one more check-in each with the Executive Committee meeting at the end of April and May BOD meeting.
- Todd made a motion to remain status quo on the PEOP until the next BOD meeting, Janelle seconded the motion. Motion was approved unanimously.

### *Bylaws, Handbook Edits, Development Committee*

- First draft edits for a community code of conduct and web-based app/platform policy are available and under review within the Executive folder.

- Timeline for full Board review is delayed. Communication relating to the May 1 deposit was released at the start of April and therefore the updated parent-guardian agreement could not be released at that time. This document is slated to be released with orientation materials over the summer.
- Development Committee is formed for the coming year and will receive its own space on the agenda for updates, starting with tonight's meeting.

### Operations

- Allison conducted Quinn's mid-year evaluation. A summary was emailed to the Board.
- Consultation with Quinn on unemployment appeal.

## Development Report

Allison O'Boyle – President and Janelle Terkhorn - Vice President – **Time: 6:36pm**

### Membership

Committee membership currently includes Quinn McAvoy, Jess Davis, Janelle Terkhorn, Allison O'Boyle, Rob Danzman, and Mary Beth O'Brien.

### Action Item

- Charter: Approved by Development Committee on March 9, 2022, submitted to Board
- Allison asked for questions or edits to the charter.
- Amanda expressed her gratitude that a formal and intentional charter is in development.
- Todd motioned to approve the Development Charter as it is written, Janelle seconded – the motion was unanimously approved.

### Current Projects:

- Analysis of ROI (return on investment): Collaboration with Cyndi to assess cost of material and human resources in our development activities.
- Development Calendar: Committee members are drafting a general calendar for next year's development schedule.
- Development Vision: This document will define broad development goals from the committee's perspective, and will be used to create an action plan for 2022-2023 work in this area. The committee aims to create a document that will dovetail with strategic plan work starting in January 2023.
- Annual Campaign theme: The committee aims to have an annual campaign theme decided on by the end of the academic year.
- Alumni newsletter: Our goal is to have the newsletter ready for release close to the end of the academic year. This is an area of a lot of potential growth.
- Todd asked how we are reaching out to alumni since they are all in different stages of life and finances (for example alumni in high school and college verses older adult alumni).
- Jess said we are focusing on parents since that is the contact information we have. In the future we hope to have contact information for the alumni themselves.
- Allison talked to Brian and Susan Yeley who suggested that the school engage parents but also engage the whole family.

- Todd expressed the importance of cultivating the relationship with the young people.
- Jess explained her vision of having an Alumni Association that physically engages the young alumni – having them come back to participate in events like the fun run, etc. Not just a newsletter and ask for money.
- Allison said that this type of engagement will also helps us keep track of what our students do after leaving BMS. Gathering stories, understanding the strengths of BMS through student outcomes will help us to show value.
- Amanda agreed that this type of engagement would be really great. Her son, Vincent, only has a few BMS friends who have moved on to middle school and high school with him. The connections get lost unless there are events bringing them back to BMS and to see each other.
- Jess offered her son Mason as a lead for this alumni association project. He agreed.
- Rob mentioned that students could also explore careers or interests through alumni connections. Allison agreed and thought that a structure for this could be created. This touches on how BMS strengthens the community in general.
- Todd agreed and is interested in creating mentorship for current and past students.

Development Finances:

<b>Fundraising</b>		
	Amazon Smile	\$255.64
	Annual Campaign	28,000.52
	Charleston Wrap	\$2,215.90
	Donations	\$102.90
	Kroger	\$1316.47
	Wreaths	\$176.27
	Take A Hike	\$2233.04 toward defibrillator
<b>Fundraising: PAC Events</b>		
	Pizza Take and Make	\$185.48
	Parent Night Out Fall 2021	\$528.46
	Soul Juice	\$40.00
	Parent Night Out Spring 2022	Pending expenses

Operations Report

Admin Team: Quinn McAvoy, Jess Davis, Cyndi Williams — **Time: 6:54 pm**

Enrollment Update 2021-2022

<b>Group</b>	<b>Actual</b>	<b>Classroom Capacities</b>	<b>Difference</b>
<b>Half Day Early Childhood</b>	48	48	0
<b>All Day Early Childhood</b>	44	44	0

<b>Lower Elementary</b>	54	59	-5
<b>Upper Elementary</b>	43	48	-5

**Enrollment:**

- Two students joined Maple, one returning student and one new student.
- Things are lining up for best case scenario.
- Summer camp registration is still open. We have openings in all of our Early Childhood sessions and a few more spots in Elementary camp during sessions 2 and 3.

**Enrollment Update 2022-2023**

<b>Group</b>	<b>Actual</b>	<b>Classroom Capacities</b>	<b>Difference</b>
<b>Half Day AM Early Childhood</b>	24	30	-6
<b>Half Day PM Early Childhood</b>	20	24	-4
<b>All Day Early Childhood</b>	60	60	0
<b>Lower Elementary</b>	62	64	-2
<b>Upper Elementary</b>	45	48	-3

**Enrollment:**

- First wave enrollment visits will be completed on 4/15.
- We are still working on filling the open spots.
- The second deposit is due May 1<sup>st</sup> for our returning families.

**Staff:**

- We have begun the hiring process for the 2022-2023 school year. We are looking to hire a nonlead Walnut teacher, a nonlead Sycamore teacher, Sweetgum assistant, Hickory AM assistant, and two Aftercare teachers, one for Lower Elementary and one for Upper Elementary.
- Teachers are finalizing the nonlead/assistant teachers for our summer camp sessions.
- Teacher Appreciation Week is coming up May 2<sup>nd</sup>-6<sup>th</sup>

**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 ISPs for students and led in-house accommodation plan team meetings.
- Hearing screenings for students in K, 1<sup>st</sup>, and 4<sup>th</sup> grade were conducted on 4/12 by our MCCSC SLP.
- Jess conducted several accommodation plan meetings with teachers and families

- Looking into getting vision screenings this Spring through IU School of Optometry.
- Possibly dental screening in the Fall.

### Advocacy

- Jess began work with 3 Indiana Montessori schools for UMSI validation to utilize the new Montessori legislation.

### AMS

- Began gathering documents for May annual report (Due June)

### Professional Development:

- Quinn continues her Ph.D. course work on Educational Leadership
  - Midway through the last core class before starting her dissertation.
  - Thesis topic: Whether benchmarks with aligned assessment increase student performance and teacher perception of student performance in Montessori School.
- Jess continues an IU master's program: Teaching, Learning, and Curriculum.
  - She is wrapping up her second class.
- Jess continues her Yoga 300 certification, focusing on teaching yoga to children.
- April completed OG phonological awareness training.
- Lyndsey and Terri participated in a phonetic reading course.

### Administrative

- Training for new Office Assistant
- Enrollment
  - Tours
  - Inquiry follow-up phone calls
  - New student enrollment visits
- CTBS
  - Disseminated CTBS scores to families and met with parents with questions about their scores.
- NSLP
  - Verification Report filed
  - SSLP claims filed for February: \$7,779.06
  - The on-site audit was conducted on March 25, 2022. Corrective actions included:
    - BMS must provide information/resources to all households before the end of each school, informing them of local sites that provide meals under the Summer Food Service Program. No further corrective action is required.
    - Triennial assessment of Wellness Policy to be completed & filed
    - Portion size disallowment (415 meals in February will be deleted from the claim –  $415 \times 4.3175 = 1791.76$ )
    - Indirect Cost tabulation to be examined for current & future years. Possibly causing an increase in the amount BMS charges for school lunch.
- PEOB
  - Awarded a \$12,028.95 in grant funds from MCHD and IDOH for the Covid Liaison work Quinn did. Must be used on pandemic related items.

- Continued to attend Department of Education and Indiana State Department of Health briefings monthly
- Continued updates
- Tracking and documenting all illness absences

## PAC

- PAC is organizing its final Take & Make event of the school year.
- PAC is assisting with Teacher Appreciation Week
- PAC leadership transition is in progress

## Community Partnerships

- Room leader for conversation at the MLK remembrance event for the City of Bloomington (partnering with Morganstern's) as BMS representative.
- Quinn and Jess attended the NAACP Annual Freedom Banquet
- BMS was a sponsor member, and Quinn, Tonya, and Allison hosted a booth at the Bloomington Children's Expo. Helped plant over 100 sunflowers with children.

## Facilities:

- MAINTENANCE
  - Mason Davis has been hired to help with maintenance and minor repairs monthly.

### COMPLETED:

- Fallen tree removal

### PENDING:

- Fence Repair in the side yard due to tree falling. Lower playground gate hinge needs repair
- Roof work on Sycamore and Sweetgum/Hickory
- Lower playground and side yard flooding and water retention
- Sweetgum student bathroom needs flooring and toilet repair
- Rob asked if the BOD had ever considered solar. Jess said that 2019 the BOD didn't think it was financially feasible. Solarize Bloomington can get organizations group pricing. Janelle has a connection to getting gently used panels but Todd suggested that they degrade quickly over time and might not be worth it.
- Jess suggested that the BOD would need to decide that it is worth over \$100,000 before we do anymore legwork.
- Todd pointed out that we have a ton of florescent lighting and replacing them with LED would help with energy consumption.
- Rob asked if BMS could do an energy audit and create a plan for energy reduction. He added that Whole Sun will reduce costs for nonprofit especially as a referral from a current customer. We could start with a few and then add panels over time. Amanda said she is also a customer of Whole Sun.
- Jess replied that we had an energy audit in 2019 and haven't done any of the recommendations yet, so we could start there.

- Quinn mentioned that at her old school, they received updated LED lighting for free with an agreement that for the first 5 years, the company kept the difference in cost and that after that, the school could retain this savings. She suggested we look into this in Bloomington.

#### Technology:

- Copier in Sycamore/Willow repaired
- Color printer/scanner repaired
- Gathering information regarding teacher/student device needs for next year

#### Communications:

- Bi-monthly Newsletters, emails to the community
- Facebook posts
- Event Flyers
- Website updates
- Children's Expo Radio Sponsor

#### Finances as of March 31, 2022:

- Main checking: \$ 246,052.72
- Money market: \$ 120,474.61
- Fundraising: \$ 80,012.27
- CD – IUCU: \$ 237,500.00
- CD – Live Oak: \$ 237,500.00
- Café Account: \$ 8,557.24
- Tuition delinquency: \$6,9928.26 (four families have delinquent tuition amounts – payment arrangements have been made with 2 of the 4 families)
- IUCU Loan balance: \$640,263.33

#### Closing

Allison O'Boyle – President – **Time: 7:11pm**

- Allison thanked everyone for attending.