

Bloomington Montessori School Board of Directors Meeting Minutes

May 11, 2022, 6:00 pm, Online via Zoom

Board Members Present

- Allison O'Boyle
- Amanda Cook
- Christine Lovelace
- Russ Clark
- Rob Danzman
- Janelle Terkhorn
- Hilary Kanyi (on next year's BOD slate)
- Tracey Warren (on next year's BOD slate)
- Ge Yan (on next year's BOD slate)

Staff Members Present

- Quinn McAvoy
- Jess Davis
- Cyndi Williams
- Eve Cusack
- April Wexler

Preliminaries

Allison O'Boyle – President – **Time: 6:01 pm**

Introductions and Welcome

- Allison welcomed everyone to the meeting, especially Hilary, Tracey and Ge who are on the slate for next year's BOD.
- Allison thanked Todd, Amanda and Phuong for their many years of service. This will be their last meeting.
- Introductions were made for the new BOD members.

Approval of Minutes from April 2022 Board Meeting

- Allison asked for comments, questions, or edits. There were none.
- Amanda motioned to approve the minutes and Janelle seconded the motion. The motion was approved unanimously.

Call for Issues Not on the Agenda

- No new issues were added to the agenda.

Finance Committee Report

Cyndi Williams – **6:15 pm**

PNL

- Transitioning to QuickBooks online from desktop
- This transition has made it clear that we need to reorganize the accounts to divide expenses and income more clearly.

- We have seen an increase in aftercare income
- In some categories we are seeing higher costs (MLK project sponsorship, hiring, etc.)
- Building operations is pricier than anticipated – disposal fees have been particularly high
- Net income appears high but this is due to the way the school year finances are structured - salaries are dispersed for 12 months but income is in 10 months.
- We must complete the fiscal year to capture all of our costs to see how we did against the budget.

Balance Sheet

- It is unclear if the federal lunch program was a benefit to BMS – kitchen expenses are up 40% (this reflects an increase in food cost and increase in students) – an increase has been budgeted for next year.
- We are fiscally fine; we have a good cash balance and a little stronger position than last year.

Finance Committee End of Year Report

- Thanks were given to Phuong for her work and a welcome extended to Bridget, who will be taking on the role of Treasurer next year.
- Employee Retention Credit is now available for organizations who received the PPE Loan and we qualify because we were under government mandates to change the way we operate. Cyndi is working on this. The company she has been speaking with takes 10% of the amount received. There are other firms that charge by the hour instead of a flat rate.
- Key points:
 - Developing education about budget and finances for BOD
 - 2022-2023 Budget
 - Onboard another member to Finance Committee
 - Look into responsible investing and policies to go with investing
 - Approved allocation of funds for capital improvements

2021-2022 Committee Members: Phuong Thang, BMS Board Treasurer; Quinn McAvoy, BMS Head of School; Cyndi Williams, BMS Accountant; Allison O’Boyle, BMS Board President; Bridget Stomberg, BMS Board Member-at-Large.

Meeting Dates. The Finance Committee met as needed throughout the school year to discuss questions relating to financial management and to review the budget. A meeting was held via Zoom on December 3 to review the 2022-2023 budget prior to its presentation to the Board. Another meeting was held via Zoom in early February to discuss reinvestment of the school’s certificate of deposit funds. Most questions for the finance committee were resolved via e-mail.

Objectives. The finance committee is responsible for ensuring that BMS is in good fiscal health by overseeing expenditures and providing the Board with information and recommendations on the annual budget, projections for the future, overseeing of the review/compilation/audit and recommending fiscal policies to the Board.

2021-2022 Summary. In the 2021-2022 academic year, the Finance Committee worked in the following areas:

- **Development of the 2022-2023 budget:** The budget was developed by Quinn and Cyndi and reviewed by the full committee. The budget then was reviewed at two consecutive BOD meetings prior to approval. Edits primarily focused on the effect of inflation on next year’s budget numbers. In order to adjust for inflation, compensate staff

fairly, and offer competitive compensation, a 6% increase was approved for tuition in the 2022-2023 school year. The majority of this increase will be used for a 5.5% salary increase for all staff positions.

- **School Investments:** In January 2022 the certificate of deposit account containing the school's primary reserve funds matured. The Board opted not to renew that certificate as the interest rate is very low at present. At the January Board meeting, the Board requested that the Finance Committee examine alternatives to CD investment. The Finance Committee discussed potential alternatives in February and recommended that the Board approve short-term reinvestment in certificates of deposit for another year in order to allow the Finance Committee time to research and develop an investment plan for reserve funds. The Board approved this plan in March and on April 1, 2022, reserve funds were invested into two short-term certificates of deposit. One certificate is issued by Live Oak Bank and \$237,500 was invested into this account, at an interest rate of 0.85% accruing monthly. One certificate is issued by Indiana University Credit Union (IUCU) and \$237,500 was invested into this account at an interest rate of 0.50% accruing monthly.

- **Capital Improvements:** Quinn provided feedback that the school will have at least three major replacement projects in the coming year, including roofing work, kitchen equipment, and replacement of outdoor storage cabinets. Based on this information, the Finance Committee recommended that \$37,500 of the reserve funds from the matured certificate of deposit be invested in capital improvements to the school, to occur during summer 2022 and the 2022-2023 school year. This proposal was approved by the BOD in March 2022.

- **Monthly Reviews:** Phuong provided monthly reviews of profits and losses and a monthly evaluation of year-over-year performance to the Board. The school is currently performing slightly better than budgeted, primarily due to lowered expenses as a result of open staff positions.

- **Transition Planning:** Phuong will be stepping down as Treasurer and as a BOD member at the end of the 2021-2022 academic year. BOD Member-at-Large Bridget Stomberg will assume the role of Treasurer.

2022-2023 Notes and Recommendations. In the 2022-2023 school year, the Finance Committee expects to work in the following areas:

- **Board Orientation & Training:** The self-evaluation conducted by the Governance Committee in Spring 2022 identified financial literacy (especially in the context of a non-profit organization) and long-term financial planning as relative weaknesses for the Board. The Finance Committee will collaborate with Governance in development of a financial primer and other presentations as requested.

- **Strategic Planning:** The Finance Committee will contribute to the strategic planning process beginning in January 2023. Of primary concern is the development of a "budget" to coordinate with goals identified in the planning process. This document will assist the Board in considering long-term financial planning, and has been recommended by AMS.

- **Member Onboarding:** The Finance Committee will be comprised of Bridget Stomberg (Chair), Quinn McAvoy, Cyndi Williams, Allison O'Boyle, and a Board member-at-large who will be identified in August 2022.

- **Investment Planning:** The Finance Committee will research and develop a plan for investing the school's reserve funds. The Board has expressed a desire to achieve more growth than can be achieved through investment in certificates of deposit. However, our fiduciary responsibility to the school also requires that we pursue an approach that will

minimize risk. Further, the Board recognizes an obligation to invest in ways that align with the school's mission, vision, and values. The Finance Committee will present a plan for review to the Board in time for the Board to make a sound decision on reinvestment when the current certificates of deposit mature in May 2023.

Governance Report

Janelle Terkhorn – Vice President – **Time: 6:29 pm**

- The committee put out the first Board Survey this year, gathering information about:
 - Development and fundraising
 - Board education and evaluation
- Where are we doing well?
 - Creation and implementation of the Development Committee
 - Covid response – administration, BOD, staff
 - High confidence in board leadership and administration
 - Board recruitment, nominating and orientation
 - Record keeping and Drive overhaul – more secure and user friendly
 - Consistency and Transparency – keeping community informed about how and when we make decisions, engaging staff in
- Future Goals
 - Continue refining the processes of being a governing board
 - Consistent nominating and orientation processes
 - Creation of documentation for future BMS leaders
 - Consideration and conservation of the school's financial future

Governance Committee Year End Report

- 2021-2022 Committee Members: Janelle Terkhorn, Allison O'Boyle, Quinn McAvoy, Russ Clark,
- Amanda Cook
- Objectives: The Governance Committee is responsible for ensuring that the board is running effectively and directs the nominating committee in filling and maintaining personnel in board roles. The directives for the Governance Committee are:
 - to assist in creating Board roles and responsibilities: Lead the board in regularly reviewing responsibilities and expectations of Board of directors.
 - Assess Board composition: Assess current and anticipated needs related to Board composition including identifying and nominating new Board Members. Develop a profile of the Board structure as it should evolve over time. Coordinate with Directors eligible for reelection and determine their interest in continuing to serve.
 - Encourage Board development: Develop an orientation process for new Directors. Design and implement an ongoing program for Board education, such as the annual Board Retreat.
 - Assess Board effectiveness: Initiate the periodic evaluation of the Board's performance, purpose and as appropriate, propose changes in Board structure and operations. Review Board practices regarding Member participation, any conflicts of interest, confidentiality, etc.
 - Liaise with Board Leadership: Communicate with Board leadership regarding succession planning or need for election of Board officers.

- Meetings: The Governance Committee meets quarterly and as needed throughout the year.
- 2021-2022 Summary. In the 2021-2022 academic year, the Governance Committee worked in the following areas:
 - Creation of an in-depth board assessment. The committee developed a system of surveys to evaluate the board's knowledge and engagement in areas of finance, structure, orientation, communication, and leadership. The goal of the survey was to identify strengths and weaknesses in overall board knowledge and function and to make recommendations to committees and leadership for improvements.
 - Restructure and recovery of Board Document storage. The board experienced a loss and misplacement of documents and data due to a Google drive changes. The documents were recovered and reorganized to avoid such issues in the future. Discussions on how to manage backup systems is ongoing.
 - Board retreat and Orientation. Governance met to discuss and plan major changes in how the board handles the annual board retreat and board orientation. The overall process was broken down into smaller components to be presented by the individual committees. This should allow us to have the prior years important information transmitted more efficiently to new membership.
 - Nominating Committee to replace outgoing membership. The Nominating Committee determined a need to replace three members including two officer positions. Names of current board members were suggested for officer roles and at large members were recruited from the community. The committee interviewed four candidates for board membership and nominate three for the 2022-23 school year.
- 2022-2023 Notes and Recommendations. In the 2022-2023 school year, the Governance Committee expects to work in the following areas:
 - Strategic Planning: The committee will work with the board in the strategic planning process to incorporate board development goals.
 - Survey Planning: The committee will implement a smaller version of surveys to continue yearly evaluation of board needs and knowledge.
 - Board Education and Orientation: The Governance Committee will continue to grow and refine the orientation process and documentation to assist board members in their positions.
 - Documentation and Drive system: The Governance Committee will continue efforts to assist the board in the organization and safe keeping of digital documentation.

Nominating Committee Year End Report

- **2021-2022 Committee Members:** Janelle Terkhorn (Chair), BMS Board Vice-President; Allison O'Boyle, BMS Board President; Rob Danzman, BMS Board Member-at-Large; April Waxler, Sweet Gum Lead Teacher; Teresa Mandell, Director of Technology; Laura Hanna, BMS Parent.
- **Meeting Dates.** The Nominating Committee met as needed throughout the school year to assess Board member needs for the coming year, review applications, and discuss nominees to the Board. Early work (assessment of BOD needs, recruiting of members) was conducted via e-mail. Interviews were conducted with applicants via Zoom in late

January and early February, A meeting was held via Zoom on March 1 to review interviews and feedback from the community and to finalize the proposed slate.

- **Objectives.** This committee shall nominate members of the Corporation who are eligible to vote to stand for election to the Board of Directors and shall nominate members to fill vacancies occurring on the Board if the Board so directs. In carrying out this duty the Nominating Committee shall make every effort to determine which members of the Corporation desire to stand for election and to provide continuity from one Board to another.

- **2021-2022 Summary.** In the 2021-2022 academic year, the Nominating Committee worked in the following areas:
 - Assessment of Board needs: Janelle asked all current BOD members to indicate their interest in staying on the Board for the 2022-2023 year, and to complete a self-assessment of demographics and strengths. This assessment indicated that current areas of need for the Board include representation of Early Childhood classrooms and expertise in human resources, technology, and facilities. Experience with strategic planning and long-term planning also were desired qualities.
 - Call for Applications and Interviews: In December 2021 an initial advertisement was sent to the school community. The application window was extended through January 31, 2022 due to an initial low number of applicants. Applications were reviewed by the committee and Zoom interviews were scheduled with all applicants. Members of the Nominating Committee took turns interviewing candidates in groups of 3. Interviews took between January 25, 2022 and February 22, 2022.
 - Vetting: A change was made to the vetting process this year in order to ensure consistent treatment of applicants. Vetting has traditionally included a solicitation for feedback from existing Board members and staff members; however, such communications have traditionally been verbal and not given directly to Nominating Committee members, therefore introducing potential bias. This year feedback was solicited and requested in written format. Some staff members provided verbal feedback to committee members which was communicated in written format to the full committee. A background check was conducted for all applicants as well.

 - Nomination: The committee met on March 1, 2022 and of four applicants, three were felt to be a good fit for the Board and a sufficient number of candidates for the 2022-2023 school year. The slate included 6 existing board members and 3 prospective members and was presented at the March BOD meeting, and approved for voting by the community at the April BOD meeting.

- **2022-2023 Notes and Recommendations.** In the 2022-2023 school year, the Finance Committee expects to work in the following areas:
 - Needs Analysis: The Nominating Committee will conduct an annual analysis of BOD needs in Fall 2022, as well as solicit intent to return information from Board members.
 - Recruitment: The Nominating Committee continues to improve methods of recruiting Board members. The committee will continue to use the existing call for applications and applications process, but will also look at methods of encouraging parents to apply and methods of informing the community about how the Board works.

Executive Committee Report

Allison O'Boyle – President – **Time: 6:37 pm**

- Allison walked everyone through the below Year End Report.

Year End Report

2021-2022 Committee Members: Allison O'Boyle, BMS Board President; Janelle Terkhorn, BMS Board Vice-President; Phuong Thang, BMS Board Treasurer; Amanda Cook, BMS Board Secretary; Christine Lovelace, BMS Board Member-at-Large; and Quinn McAvoy, BMS Head of School.

Meeting Dates. The Executive Committee met 14 times during the 2021-2022 academic year. Meetings typically are scheduled for the first Thursday of the month in order for any necessary discussion or recommendations prior to the monthly BOD meeting. Minutes for all meetings are kept in the Executive shared folder, created through the school's account on Google Drive. Several meetings occurred at short notice in order to respond to specific requests or events (e.g., responding to the January 2022 outbreak of COVID-19 cases in several classrooms).

Objectives. The Executive Committee oversees operations activities and advises on operations-related issues as requested by the Head of School, particularly those issues which may pose financial or legal risk to the school. The Executive Committee also directly oversees the Head of School and Assistant Head of School positions, including annual evaluations processes and professional development. Finally, the Executive Committee assists in the development and review of operations policy, and initiates Board involvement in strategic planning.

2021-2022 Summary. In the 2021-2022 academic year, the Executive Committee worked in the following areas:

- **Bylaws & handbook revisions:** Work in this area primarily focused on altering the Bylaws to create a standing Development Committee and altering the Policy Handbook to provide a more structured employee disciplinary policy. Both of these larger projects included minor edits in other areas, and **were approved at the December 2021 BOD meeting.**
- **COVID-19 policy and procedure oversight:** Work in this area included reviewing policy and procedural changes enacted by Quinn, responding to questions and community feedback, and developing recommendations for major changes to the PEOP discussed by the Board in March 2022. A major project in this area was the vaccine declaration form, accompanying declaration policy, and mitigation testing policy that were approved in November 2021.
- **Strategic plan updating:** The existing strategic plan was reviewed during Fall 2021. It was noted that while progress occurred on many operational and Board objectives, other elements of the plan have been delayed by the operational changes and budget reductions caused by the pandemic.

- **Development support:** In the absence of a Development committee, and with the Assistant Head of School focused on a classroom role in this academic year, members of the Executive Committee provided substantial support in the 2021-2022 Annual Fund campaign.
- **Consultation as needed on operational concerns:** Concerns addressed within committee this year included varying human resources concerns, maintenance issues, and some concerns regarding parent/faculty and staff interactions. A major issue that arose in this area during the 2021-2022 school year was the loss of shared files on the school's Google Drive account. Executive Committee members worked with staff to discuss the problems and to retrieve and reorganize files.
- **Evaluation of the Head of School.** Quinn and Allison participated in Quinn's annual evaluation process, including an October goal-setting meeting, a performance review in March, and an end-of year self-evaluation in May. The Executive Committee typically also is responsible for the evaluation of the Assistant Head of School, Jess Davis. Jess temporarily occupied the lead teacher position in the Sycamore classroom for the 2021-2022 academic year. Thus, Allison participated in goal-setting and personal review sessions with Jess this year but she received a faculty-level performance review with Quinn rather than an administrative review with Quinn and Allison.

2022-2023 Notes and Recommendations. In the 2022-2023 school year, the Executive Committee expects to work in the following areas:

- **Strategic planning:** In the fall of 2022 the Executive Committee will need to compile a formal report on the progress of the existing strategic plan. The committee will take an instrumental role in development and review of the school's next strategic plan, for which discussions and work will start in January 2023.
- **Member onboarding:** The Executive Committee will experience two changes to executive positions, with Christine Lovelace replacing Amanda Cook as Secretary, and Bridget Stomberg replacing Phuong Thang as Treasurer. In addition, a new Member-at-Large will be recruited to join the committee.
- **COVID-19 management:** It is difficult at this time to guess what may be necessary relating to COVID-19 management in the coming school year. The Executive Committee will continue to provide support as required by the Head of School. Should "pandemic" status be dropped by leading health organizations including the WHO and the CDC, the Executive Committee will lead BOD discussion to end the PEOP and incorporate necessary elements of the PEOP into the existing Policy Handbook.
- **Expected policy edits:** The Executive Committee will continue developing edits in two areas, to include web-based applications in the school's social media and privacy policies, and to provide supporting community code of conduct policy for the existing Parent-Guardian Agreement.

Summer contact: The Executive Committee will continue to meet online in the summer months. The committee requests that all Board members continue to check e-mail regularly in case of a required vote, particularly relating to COVID-19 management.

PEOP and COVID Management

- We had minimal communication from families about masking during Summer Camp.
- Monroe County is currently rated as medium risk
- Elementary camp is close to full enrollment
- EC camp is kept to 50% of typical enrollment
- As much time as possible will be spent outside, including eating when weather permits.
- Staff will still have weekly Covid mitigation testing
- We are not making recommendations for the 2022-23 school year due to upcoming changes in vaccine accessibility and Covid variants.

The Executive Committee recommends the following changes to the PEOP for Summer Session:

1) Masking will be optional in all school settings (indoors and outdoors) for the 2022 summer camp sessions:

- Currently Monroe County is rated as medium risk by the CDC. The CDC recommends active self-monitoring, testing if symptomatic, masking if symptomatic, positive, or exposed, and masking in public settings if you are at higher risk of serious outcomes from a COVID-19 infection.

2) Continued use of existing COVID-19 mitigation strategies:

- Camps will spend much of their time outdoors, including eating outdoors when weather permits.
- Individual classroom HEPA filters will be used during camp sessions.
- Weather permitting, windows will be opened to improve air circulation.
- MERV-13 filters will continue to be used in the school's HVAC systems.
- In the EC camp sessions, enrollment is kept 50% below academic year capacity.
- In the EC camp sessions, indoor work spaces (desks and tables) will be maintained throughout the room in a way that encourages social distancing.
- Weekly mitigation testing for staff will be conducted according to existing policy.

3) Changes to policy for a positive case:

- Any individual who tests positive while attending camp will isolate 8 days per existing policy.
 - All students and staff sharing a space with the infected individual will be required to mask indoors for 5 days from the date of notification. Students providing medical documentation may use their approved accommodation (e.g., face shield).
 - All students and staff who have not been masked indoors will be required to submit test results on the 5th day after notification of a positive test result in that camp. At-home rapid tests may be used. The school has a limited supply of rapid tests to distribute for this purpose.
 - When masking, N95, KN95, and KN94 masks are strongly recommended as best practice in preventing transmission of COVID-19. A supply of masks for children and adults is available in the front office. At minimum, use a 2-layer cloth mask with a disposable filter or a 3-layer cloth mask. Standard surgical masks are preferable if worn properly (closely fitting to the face, or may be worn over a cloth mask).
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- Although Quinn has the authority to implement these changes, Allison requested that the BOD vote on these changes as a way to support the decision.
 - Janelle motioned to approve the proposed changes to the PEOP for Summer Camp, Rob seconded – unanimously approved.

Development Year End Report

Allison O'Boyle – President and Janelle Terkhorn - Vice President – **Time: 6:52pm**

- This was the Development Committee's first year.

2021-2022 Committee Members: Janelle Terkhorn, BOD Governance representative; Allison O'Boyle, BOD Finance Representative; Quinn McAvoy, Head of School; Jess Davis, Assistant Head of School; Rob Danzman, BOD Member-at-Large; Mary Beth O'Brien, Parent.

Objectives: The Development Committee was adapted as a standing Board-led committee in the bylaws in December 2021. The directives for the Development Committee are:

- to coordinate the school's fundraising efforts in collaboration with staff and the full Board, including the annual campaign, any capital or endowment campaigns, maintenance of donor lists, engagement with donors, and acknowledgment of donors;
- to advise the Board on the financial goals of the annual campaign, as well as any capital campaigns or endowment campaigns; to develop and review campaign materials;
- to facilitate the inclusion of all Board members and other volunteers in development activities, including development education and trainings; and
- to execute, monitor, and evaluate development plans for progress toward financial goals, cost-effectiveness, compliance with legal and ethical standards, and alignment with strategic planning.

Meetings: A planning committee met in December 2021 and February of 2022. Attendees at those meetings included Quinn, Jess, Allison, Rob, and Janelle. The official Development Committee commenced meetings in March 2022. Committee meetings are currently held monthly on the second Wednesday of each month at 3:30 pm. Minutes of meetings from March 2022 onward are available in the Development Committee shared folder on Google Drive.

2021-2022 Summary. In the 2021-2022 academic year, the Development Committee worked in the following areas:

- Committee establishment. Prior to the committee's inception in the bylaws, committee members (Quinn, Janelle, Allison) developed the language for inclusion in the bylaws, including development of a membership structure that deliberately requires both Board-administrative collaboration and permanent communication channels with the school's governance and finance committees.
- Annual fund 2021-2022. Committee members (Quinn, Allison, Jess) developed annual fund materials and coordinated Giving Tuesday efforts and the campaign launch prior to the inception of the Development Committee.
- Committee Charter. Jess created the Development Committee charter, which was approved by the committee in March 2022 and by the Board in April 2022.
- ROI Analysis. Rob identified the necessary data and formulas to examine the various costs of BMS fundraising and development efforts (including office-led fundraisers, store rebate fundraisers, event fundraisers and campaign efforts). Cyndi Williams is helping to provide data. This project will not be fully completed until after the end of the fiscal year, but some data is attached.
- Development Calendar. The committee has used the events of the past several years to draft a generic development calendar. The goal of the calendar is to provide a consistent

schedule/structure for varied events that minimizes overlap and allows for easy planning and volunteer recruitment. A draft calendar is attached.

- Development Vision and Planning. The committee has developed a document to aid in planning out committee goals and actions over the next three years. This document is attached and will be submitted for consideration in the strategic planning process beginning January 2023.
- Alumni Outreach. Through past work completed by Jess, the committee has identified alumni outreach, and the growth of our alumni database, as key areas to target. Allison conducted an interview with the Yeley family in order to examine the school's relationship with current alumni and with families transitioning away from the school. All of this information led to the decision to prioritize an alumni newsletter to be sent at the end of the current school year. This newsletter is in development and intended for a May 2022 release.

2022-2023 Notes and Recommendations. In the 2022-2023 school year, the Development Committee expects to work in the following areas:

- Strategic Planning: The committee will work within the strategic planning process to incorporate development goals, and to align the overall goals of the strategic plan with development planning for the next three years.
 - Event/Campaign Planning: The committee will promote ongoing fundraising efforts (Kroger, Amazon Smile, etc.), lead planning of restricted fundraising events (e.g., Fun Run), and develop and administer the Annual Fund campaign, including Giving Tuesday efforts.
 - Board Education and Involvement: The Development Committee was created in order to ensure that the Board of Directors perceives and values development as one of its primary priorities and duties. The committee will begin education with the summer Board retreat and continue with planned presentations throughout the year, led by the Development and Governance committees. Presentations will have the goal of increasing Board participation in development efforts.
 - Database Building & Management. The Development Committee will continue efforts to expand the current donor database. These efforts will include researching old files for former families and contact information, and developing strategies to connect with recent alumni.
 - Community Outreach and Participation. The Development Committee will build development awareness among current families and alumni, including a need for volunteers to assist with development events.
 - Parent Involvement. Our current parent member, Mary Beth O'Brien, will have her younger child graduate in May 2022. We are excited to have Mary Beth on the committee for her longstanding involvement with the school and her perspective as a new alumni family. The committee may also consider recruiting a current parent in Fall
 - 2022 to serve on the committee and network with current families.
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- Rob commented that this is galvanizing all the work that has been previously been done into an actionable work. This isn't just another committee, it can be a centerpiece of our school. It's evidence of how seriously we are taking this!
 - Jess would add to those who are enthusiastic about accessibility and equity, this is how we will be able to open our doors to those who may not otherwise be able to attend our school.

Operations Report

Admin Team: Quinn McAvoy, Jess Davis, Cyndi Williams — **Time: 7:04 pm**

Enrollment Recap 2021-2022

Group	Actual	Classroom Capacities	Difference
Half Day Early Childhood	48	48	0
All Day Early Childhood	44	44	0
Lower Elementary	54	59	-5
Upper Elementary	43	48	-5

- During the 2021-2022 school year we moved back to on-campus programs only. We maintained our COVID-19 ratios to accommodate social distancing which led to a decrease in our enrollment numbers.

Summer Camp 2022 Enrollment Update

Group	Actual	Classroom Capacities	Difference
Intro Camp	14	15	-1
All Day Early Childhood	14	22	-8
Elementary	33	33	0

- We are continuing to enroll students into our early childhood camps, our elementary camps are full.
- We will be maintaining our COVID-19 ratios for our early childhood camps.

Enrollment Update 2022-2023

Group	Actual	Classroom Capacities	Difference
Half Day AM Early Childhood	27	30	-3
Half Day PM Early Childhood	23	24	-1
All Day Early Childhood	58	60	-2
Lower Elementary	60	64	-4
Upper Elementary	45	48	-3

- Admissions is almost complete with a few enrollment offers still pending.

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.
- Mara and Kat will not be returning next year.
- Summer camp staffing agreements have been completed.
- 2022-2023 staffing contracts will be sent out by 5/11/22.
- Year-end staff check-in meetings are scheduled for 5/19/22 and 5/20/22.
- Staff will receive the year-end bonus with their 5/20/22 payroll.

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.

Advocacy

- Legislative Advocacy Committee Chair
 - First Montessori recognition legislation for FSSA
 - Discussions with AMS and MPPI regarding AMS becoming a third-party accrediting body with the IN DOE
- Indiana is the first state in the US to have special rights with FFSA
- Working to get AMS as a third party accreditor with the state (there are some bureaucracies that come along with this that don't benefit students)
- MLK Jr Commission asked us to author a curriculum

AMS

- Completed our first year as an accredited school and our annual report due to AMS in June.

Professional Development

- Quinn continues her Ph.D. course work on Educational Leadership
 - Midway through the last core class before starting her dissertation.
- Jess continues an IU master's program: Teaching, Learning, and Curriculum, continues Yoga 300 certification, attended Association Montessori International: Neurodiversity and Montessori, and American Montessori Society: Positive Psychology for the school leader. Jess also presented at the Association of Illinois Montessori Schools annual conference.
- April and Alice completed Orton Gillingham certification.
- Alice completed two Anti Bias Anti Racism workshops

- Lyndsey and Terri participated in a phonetic reading course.
- Molly and Robyn completed Positive Discipline in the Montessori classroom.
- Staff completed a two-day Anti Bias Anti Racism workshop with Crossroads.
- Kimmi continues her college course towards her speech and language pathology degree.

Administrative

- Enrollment
 - Tours
 - Inquiry follow-up phone calls
 - New student enrollment visits
- CTBS
 - Standardized testing
- National School Lunch Program
 - Verification Report filed
 - SSLP claims filed for March: \$6,407.05
 - The on-site audit was conducted on 3/25/22. 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
 - 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
 - Continued to attend Department of Education and Indiana State Department of Health briefings monthly
 - Continued updates
 - Tracking and documenting all illness absences

PAC

- 2021-2022 Committee Members

Christine Lovelace, PAC Chair; Allison O'Boyle, BOD President; Quinn McAvoy, BMS Head of School; Tracey Warren; Adrianna Fernandez; Katie Lehman Pierce, Ashley Greenwood, Debby Herbenick, DeJohn Rose, Ewa Schopp, Laura Gurzynski-Weiss, Jondrah Funk, Jai Holt, Katie Kennard, Laura Kapoun.

- Meeting Dates

The Parent Action Committee met on the Third Wednesday of every month aside from a couple of months that required a change in date or cancelation due to conflicts in scheduling.

- Objectives

To support the Bloomington Montessori School's mission and vision through community engagement. The PAC will develop a sense of schoolwide community through opportunities for social interaction; Engage community volunteer efforts; Stage and staff events; Support fundraising; Build BMS's presence in the greater community; And provide service-learning opportunities for BMS families within the greater community.

- 2021-2022 Summary

In the 2021-2022 academic year, The PAC hosted or assisted with the following events:

- AUGUST 27th: Take and Make - Creative Cookies
 - SEPTEMBER 17th: Parents' Night-In
 - OCTOBER 15-22: Take-A-Hike Challenge
 - OCTOBER 22nd: Fall Festival
 - NOVEMBER 17th: Take and Make – Board and Brush
 - JANUARY 28th: Take and Make - Pizza kits
 - Event Lead: DeJohn Rose
 - MARCH 25th: Parent Social – Toga Comedy Party
 - Event Leads: L Laura Gurzynski-Weiss and Christine Lovelace
 - APRIL 22nd: Take and Make – Terrarium Gift
 - Event Lead: Adriana Fernandez
 - MAY 2nd: Teacher Appreciation
 - Event Lead: Katie Kennard
- 2022-2023 Notes and Recommendations
 - Adrianna Fernandez and Tracey Warren will be co-chairing the PAC for the 2022-2023 school year. After two years of virtual events due to the Covid Pandemic, next school year will likely see a combination of in-person and virtual events.
 - One of the biggest challenges for PAC is getting enough volunteers to ensure that too heavy a load is not borne by just a few committee members. It is my recommendation that a volunteer position be created that will coordinate all volunteer opportunities for BMS families, which would allow for volunteer opportunities from teachers, staff, and committees to be organized (and advertised) in a central location by one key person. This coordinator would have a section of the newsletter to post upcoming volunteer tasks and a link to the full list every two weeks. This would support PAC leadership in attracting volunteers throughout the year.
 - On a similar topic, I recommend that BMS leadership, including the Board and administration, help to create a culture where the load isn't being lifted by only a few people. As it pertains to PAC, I believe if there aren't enough volunteers to make it a reasonable amount of work for everyone involved in planning, the event should be canceled. This could be worked into communication around volunteer opportunities, letting the community know that if certain volunteer positions are not covered in a certain amount of time, then that event will be cancelled. This culture of collaboration and load-sharing can be modeled at all levels.
 - I recommend that the PAC and its leadership be given access to necessary resources so that administrative staff are not asked to assist in PAC planning. This could include use of printers, laminators, etc. I also recommend that, when possible, PAC

meetings return to in-person with a virtual option, as this will allow for more members to attend, contribute, and gain the social benefits of meeting face-to-face.

Community Partnerships

- Service Learning
 - Bloomington Community Orchard/Upper Elementary site check and pruning student crews
 - MCUM Food Basket Drive
 - Nut and seed butter drive and field trip for 6th
- United Montessori Schools of Indiana
 - Secretary on Board of Directors (incoming President)
 - Approval Coordinator for the Validation Committee
- Service on the MLK Commission for the City of Bloomington
 - Vice Chair of the Commission
 - MLK Celebration 2022 (Eddie Cole key note; BMS sponsored)
 - “One Community” social justice education initiative
 - Community Remembrance conversation leader
- BMS was a sponsor member, and Quinn, Tonya, and Allison hosted a booth at the Bloomington Children’s Expo.

Facilities

- MAINTENANCE

COMPLETED:

- Fallen tree removal
- Roof repair
- Fence repair
- Toilet and sink repair
- Kitchen appliances serviced
- Floors stripped and waxed

PENDING:

- Sycamore window
- Lighting conversion
- Magnolia flooring
- Lower playground and side yard flooding/water retention
- Sweetgum student bathroom – flooring and toilet repair

Technology

- _____ Acquired new student devices for Lower and Upper Elementary
- _____ Website updates as needed.
- _____ Support staff and students with technology needs.
- _____ Gathering information regarding teacher/student device needs for next year
- _____ Meeting with copier company to assess the school’s coping needs
- _____ IT manger transition, we are currently assessing the school’s IT needs.

Communications

- Bi-monthly Newsletters, emails to the community
- Facebook posts
- Event Flyers
- Website updates
- WFIU Community Minute

Finances as of April 30, 2022

- Main checking: \$ 286,449.76
- Money market: \$ 120,524.95
- Fundraising: \$ 80,501.14
- CD – IUCU: \$ 237,500.00
- CD – Live Oak: \$ 237,500.00
- Café Account: \$ 5,758.86
- Tuition delinquency: \$2,250.09 (two families have delinquent tuition amounts)
- IUCU Loan balance: \$635,477.02
- We are currently researching the possibility of applying for the Employee Retention Credit.

Strategic Plan – Year Two Overview

- Planning and Fiscal Responsibility
 - COVID IMPACT
 - Applied for and received two grants
 - Development Committee underway
- Quality Staff
 - Market salary adjustments for all staff
 - Implementation of review process with bonus structure
- Campus Facilities
 - COVID protocols
 - Lighting conversion (Installation summer 2022)
- Curriculum
 - COVID protocols
 - ABAR training
 - Learner outcome data collection
- Vibrant School Community
 - Student/Family data collection
 - Implementation of systems within the Board to ensure best practice and consistency
 - Delivery of consistent, meaningful communications

- Local Community Presence
 - Participate/host community events
 - Increase online presence

Allison mentioned the city's Storm Water Grant opportunity.

Allison plugged the Parent Survey – please go fill it out and remind BMS friends to do so as well!

Closing

Allison O'Boyle – President – **Time: 7:17pm**

- Allison thanked everyone for attending.
- Meeting Adjourned: **7:18 pm**

Respectfully submitted by Christine Lovelace, Incoming Board Secretary