

# Bloomington Montessori School Board of Directors Meeting Minutes

January 10, 2023, 6:00 pm, Online via Zoom

## Board Members Present

- Allison O'Boyle
- Janelle Terkhorn
- Christine Lovelace
- Bridget Stromberg
- Russ Clark
- Rob Danzman
- Hilary Kanyi
- Tracey Warren
- ~~Ge Yan~~

## Staff Members Present

- Quinn McAvoy
- Jess Davis
- Cindy Williams

## Preliminaries

Allison O'Boyle – President – **6:03 pm**

### Welcome

### Approval of Minutes from November 2022 Board Meeting

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

### Call for Issues Not on the Agenda

- No new issues were added to the agenda.

## Governance Report

Janelle Terkhorn – Vice President- **6:04pm**

### Governance

- Sent new documentation on the preservation and destruction of board materials and Acceptable
- Use policy for board electronic use to Executive Committee for review and recommendations.

- Still working on creating guidelines for a board performance review that will include individual assessments.
- Continuing to work on board accountability documents from last month.

#### Nominating Committee

- Working on recruiting for two currently open posts that need to be filled and also looking for candidates for prospective Officer positions.
- Two parents have volunteered for nominating committee this year. We have a staff commitment but may alter the interviewing groups to accommodate scheduling conflicts.
- We have had some interest in applying and have already received one completed application.
- A reminder to apply will be sent out to families on Friday the 20<sup>th</sup>
- If board members know of someone who may be good for board service, please send contact info to Janelle asap.

#### Executive Committee Report

Allisson O'Boyle – President - **6:08pm**

#### PEOP and COVID management

- No new classroom updates
- The Centers for Disease Control has changed their reporting of county and state level statistics, including case and death updates, to a weekly basis. The current community risk level is low as of January 5, 2023.

## Other Committee Business

- Bullying policy - no new updates
- Security camera research update
  - Quinn expects to meet with a third company for an estimate during the month of January.
- New business: a question has been raised about BMS' current employment policies/contract language around side jobs, side jobs for currently enrolled families, and non-compete clauses or similar policy should an employee choose to leave the school. Current policy provides for the possibility of side jobs as long as the employee is open about their work with the head of school. The policy does prevent side job work from occurring on campus. We do not have a non-compete clause at present. Questions that have been raised include: 1) do we currently do enough to protect BMS from liability relating to side work with enrolled families; and 2) do we need additional policy or contract language to protect BMS' interests in the event of a staff member leaving and starting or moving to an organization providing similar services. Quinn will conduct initial research in this area.
  - The Biden administration is looking to ban non-compete clauses as a workers rights initiative.

## Committee Business

- Third reading of weapons prohibition policy and feedback from attorney Daniel Cyr
  - Daniel said we can request that no weapons be brought to offsite events (field trips, school events held in other locations, etc.) so it was added to the policy.
  - The attorney approved the school notifying law enforcement
  - Janelle motioned to approve the policy as written, Rob seconded the motion. The policy was unanimously approved.
- Second reading of general liability statement (recommendation from Daniel Cyr)
  - The addition was verbatim from the attorney
  - He advised that it appear somewhere that covers the entire handbook
  - Hilary motioned to approve, Bridget seconded the motion. The General Liability statement was unanimously approved.
- Strategic plan summary review
  - Quinn and Jess formatted the review similarly to student progress reports (noting what initiatives are in progress, near completion, complete, etc.)
  - The pandemic strongly influenced the progress of many initiatives and also influenced new priorities (including aiding students in getting up to standards after Covid setbacks)
  - Recommendations for the next Strategic Plan cycle:
    - Restructure the plan to align with Board Committees
    - Keeping Curriculum as it's on priority given the setbacks due to Covid.
    - Creating Values Alignments – broad initiatives that include many committees and areas of the school
    - Rob asked how the new format translates to actions taken. If an area is ranked a 1, it needs more work and would be rolled over to new plan; if an area is ranked a 2, it would also be rolled over but may be retooled or shifted. If an area is ranked a 3, the initial goals have been completed but more work needs to be

done in a new plan. If an area is ranked a 4, it has been completed and does not need to be on the new plan.

- Rob also asked who is creating the plan and who is evaluating? Quinn, Jess and Allison scored the current Strategic Plan. In future plans, the areas aligning with each committee would be developed and scored by that committee (with the Head of School).
- Strategic planning - process overview, schedule planning retreat
  - Starting tonight
  - Approval at May meeting
  - January and February meetings: each committee chair will receive a worksheet to identify critical concerns/issues, solution statements and a final goal. This will become a focus area within the Strategic Plan.
  - At the February meeting, each committee will share their critical concerns, solution statements and goals with the Board. The committee does not need to break down action steps for these at the February meeting. This is just the stage to develop the focus areas.
  - Jess reminded everyone that each committee does not have to include many areas. The plan is for large changes, not the tasks we do every year or on a regular basis.
  - Nominating will be covered under the Governance Committee.
  - Committees need to send their completed worksheet to Quinn and Allison by February 6<sup>th</sup>.
  - The Board will discuss and (hopefully) find consensus on the focus areas for each committee at the February meeting so that committees can move forward with developing action plans for each focus area.

## Development Committee Report

Allison O'Boyle – President – 6:54pm

### Development Committee Membership and Meetings

- Next meeting: February 14, 2022, 2:00 pm
- There was no meeting this month

### Development planning/structural support

- ROI analysis overview
- Upcoming discussion - plan to draw up proposal for allocation of development funds
- Discussion on funding/budgeting for development activities

### Development Event Planning

- Upcoming: planning for spring event
- Looking at venue that provides food, beverage and space for 75-100 people
- Silent auction donors needed

### Annual campaign

- Need help writing Thank You notes to donor.

## Fundraising Progress

- Fundraising checking account: \$19,254.01
- Fundraising savings account: \$63,674.28
- PayPal: \$1,479.63
- YTD totals NOT from the current annual campaign (sustaining from 21-22, unsolicited donations, Amazon Smile, Scrip, Kroger, Charleston Wrap): \$5245.07

## Finance Committee Report

Quinn McAvoy and Cyndi Williams – 6:58pm

### Balance Sheet

- The school maintains a strong financial position with over \$991,235 in bank accounts and the Live Oak CD.
- These balances are down over \$23k from November 30, 2022. However, these balances are 15.95% larger than as of December 31, 2021.
- The December balance sheet also shows less detail within the asset accounts than what was included in the November balance sheet.
- Long-term liabilities are only \$596,322. As such, the school can cover its debts.
- There have been suggestions to consider making additional payments on the school's mortgage given fluctuating interest rates that could mean money is better spent paying off debt. To my knowledge, no decision has been made with respect to this issue.
- Rob asked what the appropriate amount for a school our size to have liquid. Bridget replied that an Investment Policy is being developed and this would be one of the questions to consider and ask a financial advisor as we solidify the policy. Cyndi said that the other Montessori School she works with has three months expenses plus yearly liabilities in cash on hand. For us, that would be about \$500,000. Three to six months of expenses is typical. Tracey suggested that, as a school, it may be more responsible to align our savings and cash on hand with semesters.

### P&L

- Overall, net income is \$2,172, which is \$34 lower than budgeted for the month. Income was down substantially from November 2022 (November net income was \$51,634). Differences is mostly attributable to \$50k higher salaries and staff expense in December 2022 compared to November 2022. Salaries were higher in December because of three payrolls instead of two, bonuses, and expenses for substitute teachers.

## Other Items

- Work continues to determine whether BMS can claim a payroll tax refund for the Employee Retention Credit. The School does not qualify under the first of two options. The consultant is working to determine if the School qualifies under the second option.

## Second Reading of the 2023 Budget

- Jess asked about the AMS accreditation, which will be in 2028 and will be about \$8000. Is this something we can add into the budget each year to save for it? Quinn said it will just have to come out of that year's budget.
- Allison asked if it would make sense to have a Development line item for this or next year. Quinn explained that she uses the Fundraising checking and savings for this. Development expenses come out of the Fundraising checking account and then the funds raised go back into the fundraising accounts. If Development needed more money, the committee can come to the Board for funds approval.
- Categories now align with Quickbooks online and many inactive accounts were deleted to clean up the books.
- Rob motioned to approve the 2023-2024 budget, Bridget seconded the motion – the budget was unanimously approved.

## PAC Report

Tracey Warren – PAC Co-Chair - **7:17pm**

### Monthly Zoom Meeting: December 7, 2022

- The January 4, 2023, general body PAC meeting is postponed until later in January 2023; thus, allowing all to settle into the school schedule from Winter break.
- In the interim, a Spring planning session will be held with the PAC chair, BOD chair and Head of School prior to January 2023 general body PAC meeting.

## Operations Report

Quinn McAvoy – Head of School – **7:18m**

### Enrollment Update 2022-2023

<b>Group</b>	<b>Actual 2022-2023</b>	<b>Classroom Capacities 2022-2023</b>	<b>Budgeted Spots</b>
<b>Half-Day</b>	44	48	48
<b>Full Day</b>	3	3	3
<b>Half-Day Lunch Program</b>	20	20	0
<b>All Day</b>	57	60	60
<b>Lower EL</b>	60	66	57

#### Enrollment:

- One UE student has gone on sabbatical, one LE student has withdrawn, and one new EC student has started.
- Re-enrollment starts with Intent to Return forms due January 27<sup>th</sup>.

#### Staff:

- Intent to Return Forms will be sent out on January 13<sup>th</sup> and due back on January 27<sup>th</sup>.
  - Peer review surveys will be sent out on January 27<sup>th</sup> and due back on February 10<sup>th</sup>.
  - Mid-year goal check-ins will be scheduled by the end of February.
  - Quinn will be out on medical leave from January 31<sup>st</sup> through March 10<sup>th</sup> but will be working from home from February 13<sup>th</sup> through March 10<sup>th</sup>.
  - Employment contract form is under review.

#### Curriculum:

- Jess is a mentor teacher to two adult learners, Nick for his Transition to Teaching program and Sam for his Montessori Training. She meets weekly-biweekly with them and completes observations twice a month.
- Jess is offering intensive support to a classroom on “tone keeping” and working in the classroom with teachers 5+ hours per week; Quinn and Jess are meeting with staff to plan and set goals.
- Jess is doing some direct student service intervention (exceptional rate of high needs in the school right now)
- Kindergarten Orton Gillingham reading intervention group for kids needed additional support
- Running one twice-weekly lit group in Upper Elementary for students needing extra support
- Jess is teaching the Willow writing curriculum as Tessie gets settled into her new role and co-facilitating Shakespeare set design/creation with Tessie as a learning year.

#### Student Services:

- Quinn and Jess attended MCCSC team meetings for ISPs for students and led in-house accommodation plan team meetings.
- Quinn and Jess are completing student and classroom observations

#### Advocacy

- Participated in the Validation of a Montessori public charter in New Albany.

### Professional Development:

- Quinn is completing her dissertation on Montessori benchmarks and assessment
- Sam is working on completing his Montessori teacher certification.
- Nick is working on completing his Transition to Teaching program at IU.
- Molly, Kimmi, Lyndsey, Donalee, and Anna are in the process of completing the webinar, “Early Childhood Montessori Math Curriculum”
- Jess is working on an IU master’s program: Teaching, Learning, and Curriculum.
- Wrapping up fall class; enrolled for the spring semester.
- Jess completed the “Achieving Annual Sustainability” class through IUPUI School of Philanthropy. She will take “Developing Major Donors” in March.
- Jess received her Certificate of Excellence in Reading Instruction through the American Montessori Society after completing a 1-semester program.

### Administrative

- Sending thank you notes and entering annual campaign donations as they are received.
- Engaged our attorney Daniel Cyr regarding policy update questions.
- CTBS materials have been ordered, received, and distributed to classrooms. Jess will be helping administer testing to children with accommodations that require them to be tested separately from their classrooms.
- Submitted all documentation to the accountant for the ERC credit.
  - Our credit will be too large for his firm to process and asked if he could pass our application off to Mike Eiffel, whose firm we have worked with before.
- Quinn, Jess, and Allison began work on the strategic plan progress summary document.
- Quinn and Jess are scheduling tours and enrollment
- ABAR committee is developing a Diversity & Inclusion survey that will go out to parents and finalizing an ABAR commitment statement to be adopted by the school. Crossroads will attend ABAR Committee meetings in February and April to provide consultation and guidance. Crossroads is also reviewing our commitment statement and providing a committee education recommendation.
  - *Bloomington Montessori commits to championing policies and practices of cultural equity that empower a just, inclusive, equitable world to support a community of diverse and empowered citizen learners that care for themselves, each other, and the Earth.*
  - Janelle motioned to adopt the Commitment Statement. Christine seconded the motion. The Commitment Statement was unanimously adopted by the Board of Directors.
- Working with our accounting firm to finalize the Review and Tax return.
- NSLP claims filed for October and November
- EOP
  - Continued to attend Department of Education and Indiana State Department of Health briefings monthly
  - Continued updates
  - Tracking and documenting all illness absences per EOP protocol.



### Community Partnerships

- Continuing discussions with the IU Department of Education regarding a Montessori Teacher Education Program.
- IU Permaculture class has finished and will be submitting a design for BMS “value-aligned landscaping” for the campus.
- Sycamore Land Trust will be working with most classrooms on service projects about native vs. invasive plants and accompanying learning/presentations this year.
- Jess is involved as a BMS representative in planning the City of Bloomington MLK, Jr. Remembrance Walk in April (it will take place near Fairview, a historian-guided walk mixing MLK info with a walk around Black Bloomington historic locations).
- BMS is sponsoring the MLK Jr. Birthday Celebration at BCT.

### Facilities:

#### COMPLETED:

- Floors stripped and waxed; carpets cleaned
- Magnolia gate repaired

#### PENDING:

- Hand sink in Walnut, scheduling in progress
  - Commons bathroom drywall repair and painting
  - Security cameras – awaiting a final quote; appointment scheduled January 12<sup>th</sup>
  - HVAC replacement – awaiting grant funds from the school CoAg grant
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- Quinn applied for a grant from the National School Lunch Program to use for kitchen upgrades

### Communications:

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

### Finances as of 11/30/22:

• Main checking:	\$235,128.43
• Money market:	\$181,613.17
• CD-IUCU:	\$238,396.17
• CD-Live Oak	\$239,019.39
• Fundraising:	\$91,873.01

- Café Account \$5000.25
- Tuition delinquency - \$11,658.50 (Four families: two families are delinquent over 30 days and have entered a payment plan to bring their accounts current, two other families have been notified)
- IUCU Loan balance - \$ 596,322.13

### Closing

Allison O'Boyle – President – 7:35pm

- Allison thanked everyone for attending.
- No closed session this month.
- Meeting Adjourned: **7:35 pm**

Respectfully submitted by Christine Lovelace, Board Secretary