

# Bloomington Montessori School Board of Directors Meeting Minutes

February 14, 2023, 6:00 pm, Online via Zoom

## Board Members Present

- Allison O'Boyle
- Bridget Stromberg
- Rob Danzman
- Hilary Kanyi
- Tracey Warren

## Staff Members Present

- Quinn McAvoy
- Cindy Williams

## Preliminaries

Allison O'Boyle – President

## Welcome

- Announcements
  - Please participate in the fruit fundraiser
  - Soliciting volunteers to get auction items for the April parent event
  - Community service event is on Monday. Keeping the pods by scheduled volunteer work.

## Approval of Minutes from November 2022 Board Meeting

- Approval was made via email after the meeting due to limited attendance.
- Since Janelle was acting president at the time, Allison motioned to approve the minutes and Gi seconded the motion. The minutes were approved with six votes.

## Strategic Planning

### Executive Committee

**Committee Name: Executive Committee**

**Committee Chair: Allison O'Boyle**

**Committee Purpose as outlined in the charter:**

**What are critical issues areas currently faced by your committee, or broad areas of concern to your committee? Feel free to provide a list, statement, or table. Up to three to four issues.**

1. Preparing for leadership transition/developing consistent processes (ensuring that issues such as communication with parents and performance reviews transition effectively and have a consistent process that minimizes variance based on individual BOD members)
2. Bylaw/policy/form alignment - Policies are not well-organized, and updating has not been consistent across all handbooks. Some forms are not referencing current policy accurately and need to be updated.
3. Strategic planning - There is a need for a consistent process for evaluating strategic plan progress. Of special concern is determining RACI & oversight for the value alignment initiatives, which require coordination among multiple groups (or elements of each handled by multiple groups).
4. Ongoing operational support - Being responsive to the needs of HOS, AHOS, and the school community. Current reported concerns include parents' desire for more access and staff needs to preserve structure while increasing access. Also, continuing to communicate and be transparent about the new board structure, communicating with the Board, being able to access operational documents easily.

**What would an ideal solution to address each concern (brief statement of how the issue would be different if addressed effectively, e.g. if the issue is parent communication, an ideal statement might be "Parents would express high satisfaction with the quality of communication at BMS.")**

1. The Executive Committee will have its processes well documented, so that work continues smoothly and the committee retains a consistent "voice" and process as committee members roll off the BOD or transition out of officer positions.
2. All handbooks (general, staff, parent, Board) will be aligned in their formatting and in their content with policies stated clearly and accurately. Parent and staff forms will reflect policy accurately and comprehensively (e.g., including statements of risks/rights when needed) and will be easy to access, read, and return.
3. Strategic plan monitoring will occur on an annual basis, with a consistent formula for evaluating progress and project updates laid out clearly and visibly for transparency across areas. The Executive Committee will be able to document that progress is occurring in each area of the plan, including in the "values alignment" tab through collaboration with administration and sub-committees.
4. Quinn and Jess will report feeling supported and positive about their interactions with the Executive Committee, and supported in their operations projects. The school community at large

will report greater awareness of BOD structure, members, and initiatives and strong overall satisfaction with operations.

**Work backwards from your ideal solution statements. Each area of concern/solution statement should be reframed as a “focus area” (e.g., parent communication). Provide the focus areas that will be addressed in your committee’s area of the strategic plan. Ideally each committee will be able to identify 2-5 focus areas, although some committees may identify more.**

Our suggested layout is to include an “Executive” tab on the strategic plan that reflects Executive oversight/monitoring of projects that are located in other tabs. The Executive tab will contain the following focus areas:

1. Strategic Plan Oversight (annual evaluation of entire plan)
2. Policies & Forms Alignment (staying responsive, attending to document clarity and consistency across documents)
3. Oversight of Operations-Organization (closer oversight of operations projects)
4. Oversight of Values Alignment (closer oversight of values alignment projects)
5. Executive Committee Procedures & Practices (work within committee to ensure smooth transitions and consistent practices)

*Cyndi noted that this was very clearly stated. No other comments were made.*

## Finance Committee

**Committee Name: Finance Committee**

**Committee Chair: Bridget Stomberg**

**Committee Purpose as outlined in charter:**

**What are critical issues areas currently faced by your committee, or broad areas of concern to your committee? Feel free to provide a list, statement, or table. Up to three to four issues.**

1. The need to formalize an investment plan – BMS has quite a bit of cash on hand, and it is likely the current plan of investing in the Live Oak CD is not the best approach to help the School achieve its long-term financial goals. he
2. The need for continuing education of board members and other community stakeholders about the School’s finances.

3. Scholarship planning – Currently, the school has 8-9 scholarship students and most of the funds to cover those scholarships come out of our operating budget. We'd like to fund these scholarships in other ways. Longer term goals include offering partial scholarships or a sliding scale for tuition. Additionally, applications for scholarships are low.
4. Record retention and organization – Electronic files are not necessarily stored in a consistent place on the Google Drive. There are some paper files on location that could be better organized and possibly no longer retained.

**What would an ideal solution to address each concern (brief statement of how the issue would be different if addressed effectively, e.g. if the issue is parent communication, an ideal statement might be "Parents would express high satisfaction with the quality of communication at BMS.")**

1. Work with Board and investment professionals to finalize and approve an investment plan. Ideally, this plan would align with the overall financial needs of the strategic plan and offer a detailed consideration of our risk tolerance along with our financial objectives. A goal would be to have this plan formalized and an external investment advisor selected by April so that we could begin investing when the Live Oak CD matures in May.
2. Develop a FAQ related to finance that we could post to the website. It would cover elements of our budget setting process including how we set tuition, how fundraising dollars are used, etc. We could also include our Form 990 and/or a link to our profile on Guidestar.org to provide information to parents.
3. Develop scholarship policies to formalize qualifications and selection process. Increase advertising efforts related to scholarships in an effort to attract more applicants. Work with investment advisor to create a plan for funding additional scholarships. Work with development to create a plan for funding additional scholarships.
4. Create a finance document retention policy. Spend a few days going through physical records on campus and remove any outdated records Consider (if we do not already have this in place) obtaining fire-proof boxes to store permanent files. Reorganize Drive to reduce duplication and minimize files transferred multiple times via email.

**Work backwards from your ideal solution statements. Each area of concern/solution statement should be reframed as a "focus area" (e.g., parent communication). Provide the focus areas that will be addressed in your committee's area of the strategic plan. Ideally each committee will be able to identify 2-5 focus areas, although some committees may identify more.**

Our suggested layout is to include an "Executive" tab on the strategic plan that reflects Executive oversight/monitoring of projects that are located in other tabs. The Executive tab will contain the following focus areas:

1. Investment Policy
2. Finance Education
3. Scholarships
4. Record Organization and Retention

*Rob commented that this made sense. Hillary said she likes the transparency aspect of these goals and the consistence with development goals in the scholarship work. Allison responded to the importance of the transparency in Finance and Development because people need to see that tuition only covers the barebones operations. Allison also is excited to have some consistent practices around Drive storage.*

## Finance Committee

**Committee Name: Governance**

**Committee Chair: Janelle Terkhorn**

**Committee Purpose as outlined in charter:** The Governance Committee is responsible for ensuring that the Board is operating effectively. These duties include, creating Board roles and responsibilities, reviewing responsibilities and expectations, anticipating needs for nominating, board development and orientation, assessing Board effectiveness.

**What are critical issues areas currently faced by your committee, or broad areas of concern to your committee? Feel free to provide a list, statement, or table. Up to three to four issues.**

-Instituting a “check in” with individual board members about their progress and effectiveness and ensuring that board members are continuing to participate in BMS mission goals and roles within the Montessori code of conduct.

-Create guidelines in the Board handbook and/or edit Bylaws for a clearer process in removing problematic board members and outline the election process for cases where board members need replacing mid year to maintain quorum/functionality of the Board

-Orientation and onboarding process needs to be continually refined each year to empower board members to participate. Outline a clear picture of how our Montessori school is operated at the classroom and staff level, taking into consideration that the Board may have non-parent members. ( how the school runs each level, how the classrooms are run)

-Officer commitment and workload transparency are needed to ensure that internal recruitment for Officer replacement is a more successful process. Our recruitment and succession planning for officers, in general, could use a more in-depth look.

-Working with the other committees to create a more in-depth and usable calendar of board events and asks. (specific timeframes for asks)

**What would an ideal solution be address each concern (brief statement of how the issue would be different if addressed effectively, e.g. if the issue is parent communication, an ideal statement might be “Parents would express high satisfaction with the quality of communication at BMS.”)**

-A review and check-in system to evaluate how Board members are doing and if they are still in alignment with BMS goals.

- A disciplinary process for board members that is balanced and has a clear system to follow

- Clear bylaw additions for dealing with board issues, including low membership, adding members mid-year

-Building practical experiences in the school and classroom into the orientation/onboarding process

-Google calendar with colored categories with the whole picture for the year

-board and staff communication/fun, so we get to know them better

**Work backwards from your ideal solution statements. Each area of concern/solution statement should be reframed as a “focus area” (e.g., parent communication). Provide the focus areas that will be addressed in your committee’s area of the strategic plan. Ideally each committee will be able to identify 2-5 focus areas, although some committees may identify more.**

Governance needs to carefully review our current bylaws and consider what items need to be added or adjusted to guarantee a fair process for removing and adding board members in order to satisfy our duties to the school. Creating a board disciplinary process similar to what is outlined in our staff handbook and a simple survey system to help Board members process if they are doing well or need assistance with their Board duties.

Governance/Nominating need to create additional resources to assist in succession planning for board Officers. Transparency of Officer workloads and clearly defined schedules for major events within committee need to be available to all Board members.

Governance needs to continue to refine our onboarding process by including a broader picture of the school structure including classroom structure, staff groupings, curriculum and other details that may help Board members who are unfamiliar with some practices at the different levels in understanding important aspects of their Board work.

Calendar

*Rob commented that he would have liked to have known the clear line around our Board roles from the beginning. What is within our realm of responsibility and what is not. Rob also suggested compiling a list of some of the things that a new Board member would need to know about the recent history of the school and Board. This would include lawsuits, staffing issues, problems and resolutions, and anything that has shaped why certain things are the way they are in culture and operations. Hilary suggested including some “fun facts” at each meeting. Cyndi suggested making sure to bring that history into meetings when they are relevant to the topics of the meeting. Quinn mentioned that ADA and ABAR have impact on the culture and operations. Bridget commented that she agrees it’s important to have feedback but that for it to be effective, everyone needs to know what they will be evaluated on. She is concerned that having everyone evaluate all of their fellow Board members could be too much and*

*inefficient. Bridget mentioned that our Board tends to put time into discussing things that are beyond our expertise or that ultimately need to be addressed by someone else (an example being items that need legal expertise). She suggested that we could make better use of our time by making sure what we discuss only those items that are within our scope and expertise. We could decide on items that need attention and who needs to work on it, rather than all discussing it at length then deciding it needs to go to an expert. Rob suggested we make sure we are a “refining machine”, always getting better at our tasks, organization, meetings, etc. We can focus on making the best use of our time in meetings. Allison agrees that we can improve our meetings and pointed out that this would require improving non-meeting work flows to ensure that everyone is participating.*

## Development Committee

**Committee Name: Development Committee**

**Committee Chair: Allison O’Boyle, President**

**Committee Purpose as outlined in charter:**

- a. 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;
- b. To advise the Board on the financial goals of the annual campaign, as well as any capital campaigns or endowment campaigns;
- c. To develop and review campaign materials;
- d. To facilitate the inclusion of all Board members and other volunteers in development activities, including development education and trainings; and
- e. 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.

**What are critical issues areas currently faced by your committee, or broad areas of concern to your committee? Feel free to provide a list, statement, or table. Up to three to four issues.**

Lack of growth - we experienced significant growth in annual drive proceeds 3 years ago and have plateaued since that time.

Relationship development - we need relationship development across multiple areas. Parents need more information about why we fundraise and we need to motivate parents to share in our enthusiasm for raising funds at school. We also need to develop more relationships with external supporters and strengthen/maintain our relationship with alumni.

Scheduling and coordination - event planning is a struggle and stressful at times. We need to ensure that we do not overwhelm our parent community with events and requests, and that we are coordinating our schedule with PAC, the academic calendar, and other large community events that might inhibit attendance or participation in our events. We need more development volunteers. We also need to create a consistent development schedule that will allow more time for planning and the create of basic structures/documentation for different types of events (e.g., a fall parent night guide). Finally, though it is not fully related to scheduling, development policy has not been reviewed in several years and does not align with our current goals and program, and needs revision.

Marketing - our current materials (print & website) do not fully explain what the value of our organization is to our families or the external community, and they do not fully explain why we fundraise or what we do with development funds. They are not well-produced and do not grab attention.

Scholarships - our current scholarship fund does not fully fund any slot at BMS. Once a child is accepted on scholarship, we offer that student enrollment every year through sixth grade, and they maintain their enrollment spot for as long as they wish. This means that in any given year there may be as many as nine scholarship students, but our scholarship funds only pay for part of a half-day Hickory spot. BMS would like to expand access greatly to lower-income families in the community. In order to do so, we need to ensure that our current scholarship program and positions are fully funded. We also need to start developing a long-term plan for scholarships/tuition assistance, including determining what our ideal program would look like, researching investment options that would allow us to make best use of donations for scholarships, and developing documentation that would allow us to market to and contract with large donors.

**What would an ideal solution to address each concern (brief statement of how the issue would be different if addressed effectively, e.g. if the issue is parent communication, an ideal statement might be “Parents would express high satisfaction with the quality of communication at BMS.”)**

We would start to see incremental year-over-year growth in our Annual fund. The growth would reflect increased donations from a variety of sources, including current families, alumni families, and external donors. This growth would start to increase the funds we have available to support our current scholarships.

We would experience increased engagement with current families, alumni families, and external donors. Increased engagement on our side would mean regular contact via e-mail, mail, and event opportunities. Increased engagement on the side of these populations would mean more volunteerism in development efforts from our current families, and more donors from all three populations.

Our internal structures for development would be scheduled well in advance and supported by thoughtfully designed frameworks for different events and communications. Preparation for development events and activities would feel less rushed. Our development policies would align with our strategic plan, bylaws, and committee structure and goals and would provide clear guidance and support for development activities.



Our marketing materials would be attractive, high-quality materials that clearly communicate our mission, culture, and development goals. We would have marketing materials that communicate the value proposition of the organization to each of the prospective populations we are trying to reach (current families, alumni families, external donors).

The funds available for scholarships would cover the current program we offer, which can include up to 9 children at the school at any given time. We would have defined annual development programs/events that highlight and are devoted to scholarship funding, which would raise awareness of our program and goals in the community.. In addition, we would have a long-term scholarship program goal in place that defines the type of financial assistance we will offer (individual scholarships vs. sliding scale tuition; number of positions we would like to fund; careful consideration of how those positions are managed across a potential 9-year cycle at BMS). We would have professional guidance on the best management practices for scholarship funds to meet our defined long-term goals. We would have a plan in place for how to develop the materials and documentation needed to attract donors to such a program.

**Work backwards from your ideal solution statements. Each area of concern/solution statement should be reframed as a “focus area” (e.g., parent communication). Provide the focus areas that will be addressed in your committee’s area of the strategic plan. Ideally each committee will be able to identify 2-5 focus areas, although some committees may identify more.**

Incremental YOY growth is a goal and a potential outcome of other focus areas. Therefore, we defined four focus areas:

1. Community relationship-building - this applies to relationships with our current families, with alumni families, and with the greater community;
2. Marketing;
3. Internal planning, to include policy work, calendar development and planning, and budgeting;
4. Scholarship fund growth, to include increasing funding for the present scholarship students and to develop a long-term plan for scholarships/financial aid at BMS.

*Bridget asked if there is a place in the strategic plan for social media marketing. Quinn responded that this sits in the Operations Strategic Plan area. Allison mentioned that an intern position might be able to focus on the social media marketing. Rob mentioned that marketing (including social media) has been discussed in depth at the Development Meeting. Bridget noted that the Kelley School of Business has the Kelley Institute for Social Impact (KISI), which provides interns to not for profit organizations who have a specific initiative they need support in. These students present case studies to compete for seed money for their non-profit. Tracey spoke about looking at the branding of BMS and what the school presents to*

*the outside. Cyndi mentioned that although there are not funds in the budget for rebranding, we have considerable fund in fundraising that could be allocated to this initiative. Rob pointed out that people come to BMS for many different reasons but they also love BMS for different reasons. Some people like a well-run organization with clear objective, some like a homegrown, looser feel). Allison described how her mother in law, who is a Strategic Plan Advisor, always stresses that an organization needs to show that they are well-run, but for BMS, we need to be well run but also project a bit “messier”, softer image so that we can attract the warm, friendly, casual community we have always had. Hilary supports all of these initiatives and would value the work of a branding consultant at the beginning of this process so that they can increase efficacy of future efforts. Hilary asked if we had discussed having a sliding scale as she worried that this would not be prudent to attach to a three-year Strategic Plan. Alison gave some background around this issue. Harmony School has a sliding scale fee structure. Sliding scale is a possibility for the scholarship fund, or align the percent of scholarship with the percent of children living in poverty in our area, or decide on certain number of scholarships. We need an end goal for scholarships. Rob spoke to the overhead at the administrative level for sliding scale. If we don’t have the people to do branding and marketing, how would we have the people to do the paperwork to process a sliding scale. We currently give about \$70,000 in scholarships and our endowment provides only \$1300 per year for scholarships.*

## Parent Action Committee

**Committee Name:** Parent Action Committee (PAC)

**Committee Chair:** Adriana Fernandez and Tracey Warren

**Committee Purpose as outlined in charter:** *[Tracey’s paraphrasing as did not see in charter]* The Parent Action Committee is to provide additional community building opportunities for communication between parents, to give voice to parental ideas and opinions, and to encourage parent education and other inspired events. Through involvement in the life of the school as time and schedules permit, volunteering to assist with fundraising spirit filled endeavors and projects are key essentials to the mission and the success of the school.

**[Christine’s excerpt]** 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.

**What are critical issues areas currently faced by your committee, or broad areas of concern to your committee? Feel free to provide a list, statement, or table. Up to three to four issues.**

- *More BMS-PAC event community participation*
  - *What does more participation look like?*
  - *Activity planning with participation anticipation*
  - *Success of PAC activities: effort = outcome*
- *Internal organization structure and information repository*

- *PAC's purpose and other BOD committee overlap*
  - *How is PAC fulfilling Montessori's mission as one conduit of BODs committees?*
  - *Is it really the community relations issues of: parent communication, parent education, fundraising -- alumni development, civic interaction area?*
  - *Mission drift*

**What would an ideal solution to address each concern (brief statement of how the issue would be different if addressed effectively, e.g., if the issue is parent communication, an ideal statement might be "Parents would express high satisfaction with the quality of communication at BMS.")**

***Post Covid Ideals***

- *More BMS-PAC event community participation*
  - *What does more participation look like?*
  - *Activity planning*
  - *Success of PAC activities: effort = outcome*

***Ideal Solution - Participation:*** *Parents would express the organized opportunities to be involved at BMS coupled with the involvement being for the children as well as parent socialization/co-mingling.*

- *Internal organization structure and information repository*

***Ideal Solution – Organizational structure:*** *Within the PAC hierarchy a defined structure of expectations for equal distribution of work and high volunteerism would be readily identified.*

- *PAC's purpose and other BOD committee overlap*
  - *How is PAC fulfilling Montessori's mission as one conduit of BODs committees?*
  - *Is it really the community relations issues of: parent communication, parent education, fundraising -- alumni development, civic interaction area?*
  - *Mission drift*

***Ideal Solution – PAC Mission:*** *PAC's mission and vision are in alignment with the BOD components and serves a conduit for the BMS mission and vision. This should be clearly visible as a safeguard for changing while allowing BMS and its stakeholders to continue to grow horizontally and vertically as a community asset.*

**Work backwards from your ideal solution statements. Each area of concern/solution statement should be reframed as a "focus area" (e.g., parent communication). Provide the focus areas that will be addressed in your committee's area of the strategic plan. Ideally each committee will be able to identify 2-5 focus areas, although some committees may identify more.**

***Focus Area 1 - Participation:*** *5 to 10% increase participation for all PAC related activities inclusive of physical participation and virtual participation. At least one room parent from each classroom would be in attendance. A strong, organic presence from each level such as lower elementary, upper elementary, etc. will help with scaffolding involvement.*

***Focus Area 2 – Organizational Structure:*** *This dovetails to internal organization structure with co-chairs, leads, parent classroom ambassadors and liaisons, social coordinators to help offload work duty. Rely on*

*design leads to assist with advertisement et al. Provide repository for all PAC related information and how it coordinates with school and BOD activities.*

*Focus Area 3 - PAC **Mission:** Making sure of internal clarity as to not become too complex with the intentions and stretch the boundaries and its leaders too far.*

*Hilary said that the PAC mission could probably gain clarity from the general rebranding process. She also asked what a Parent Ambassador is. Alison responded that they were classroom representatives pre-pandemic. They were available to families to help answer questions, spread the word about fundraisers, organize activities, etc. The roles were not well defined and there was a lot of inconsistency among the classrooms. This role was never implemented after the Covid reprieve. Quinn mentioned that PAC might be a good liaison between classrooms and their Facebook pages so parents can post activities and events. Alison spoke to the need for more assistance in helping families connect. Quinn mentioned that the school directory is less user-friendly now because you cannot see who is in what classroom. This list might be able to reside on the classroom Facebook page. Bridget asked who controls the Facebook pages. Quinn responded that the teachers, Quinn and Allison are administrators on the pages. All parents are invited to the classroom group at the beginning of the year. Bridget mentioned that the IU Kelley School of Business is disbanding its parent Facebook page for liability reasons. Quinn and Allison commented about the restrictions we have that make sure we can safely foster this Facebook community. Allison talked about the mission and focus of PAC. The committee has historically changed depending on its leadership and the needs of the moment. She would like to see it have a purpose that can drive decisions and priorities going forward.*

## Operations / Organizational

### *Curriculum*

- Reading
- Writing
- Mathematics

### *Organizational/Operational*

- Staff
  - Exit survey and data tracking
  - Up to date on salary structure and benefits
- Enrollment
  - Increase student diversity
- Communication
  - Website
  - Social media
  - Respond to parent surveys
  -
- Professional Partnerships
  - Indiana University teacher education program
  - AMS accreditation renewal preparation

- Facilities

#### *Value Alignment*

- Campus Sustainability
  - Sustainability Committee
  - Updating for energy efficiency
- Nurturing peaceful self-reliant, empowered citizens
- Becoming an ABAR school

*Hilary is happy to see data collection on the plan. Quinn said we do not have an exit survey for families. This is in discussion on how to encourage response to an exit survey. Hilary suggested that we always tie changes we made to hearing the needs of the community. For example, saying “due to responses from the parent survey, we have changed...”.*

#### *Next Steps on the Strategic Plan*

- The plan files will be on the Google Drive
- All Board members are encouraged to leave comments on the Strategic Plan files for each committee.
- February 21<sup>st</sup> will be the deadline for providing feedback on this phase of Strategic Planning
- Committees will start developing projects around each focus area
- Board Meeting is Tuesday, March 21
  - We will use this meeting to continue Strategic Planning
  - Board Slate from nominating committee
  - Operations Update

#### *Closing*

Allison O’Boyle – President

- Allison thanked everyone for attending.
- No closed session this month.
- Meeting Adjourned

*Reports were not presented at the meeting due to Strategic Plan work; however, some were sent out to all Board Members. They are included below.*

#### *Executive Committee Report*

Allisson O’Boyle – President

## Committee Business

- Strategic plan focus area review

## PEOP and COVID management

- Staff and UE cases - no clusters
- 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 February 9, 2023.
- The federal government has announced an intent to allow its public emergency declaration regarding COVID-19 to lapse on May 11, 2023. This change will have implications for funding for COVID-related products and services. It is unknown if the CDC will change any recommendations or monitoring practices at that time. The Executive Committee will discuss potential impact of these changes on our budget and PEOP at our March meeting.

## Other Committee Business

- Bullying policy - no new updates
- Security camera research update
  - Quinn has met with a third company and is waiting for an estimate.
- Side work liability question: no new updates at this time.
- The committee provided support to Jess as needed in February on two individual family situations. Both situations have resolved.

## Operations

- Please see Quinn's operations report.

## Development Committee Report

Allison O'Boyle – President

## Development Committee Membership and Meetings

- Next meeting: February 14, 2022, 2:00 pm

## Development planning/structural support

- ROI analysis overview- revisions in process to consider groupings by fundraiser type rather than ROI impact, examine which fundraisers have best potential for growth
- Working on formal plan for allocation of development funds
- Strategic planning

## Development Event Planning

- Woolery Mill has been selected as the venue; a contract and deposit have been completed.

- Current projects: DJ (Joanna assisting); menu selection (Allison, with Quinn, Tonya, Ash assisting); Decor (currently backburnered)
- Auction request letter and donation acknowledgment form completed
- Email sent and newsletter request sent to ask for donation solicitation volunteers. Two parents have emailed Allison to offer help.

### Annual campaign

- Thank you note packs were delayed but will be available to pick up on 2/14. If you offered help you should receive an email from Allison on 2/13.
- Current annual campaign total: \$18,453 received. Sponsorships have been invoiced and, with BOD pledges, are gradually being fulfilled.

### Fundraising Progress

- Fundraising checking account: \$28,288.35
- Fundraising savings account: \$63,712.14
- PayPal: \$1487.96
- YTD totals NOT from the current annual campaign (sustaining from 21-22, unsolicited donations, Amazon Smile, Scrip, Kroger, Charleston Wrap): \$5731.65
- Fruit fundraiser currently in progress **\*\*Please shop and share!\*\*\*\***

### Operations Report

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

### Enrollment Update 2022-2023

Group	Actual 2022-2023	Classroom Capacities 2022-2023	Budgeted Spots
Half-Day	42	48	48
Full Day	3	3	3
Half-Day Lunch Program	20	20	0
All Day	58	60	60
Lower EL	60	66	57
Upper EL	43	48	45

### Enrollment:

- Two half-day EC students have withdrawn due to medical issues, and one new all-day EC student has started.
- Re-enrollment -Student contracts with first deposits are due February 17<sup>th</sup>.

- Summer Camp registration is open to BMS families through February 28<sup>th</sup>. Starting March 1<sup>st</sup>, Elementary Summer Camp registration will be open to non-BMS students.

#### Staff:

- 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>.

#### 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 doing some direct student service intervention (exceptional rate of high needs in the school right now).
- Jess is finishing teaching a Writer's Workshop unit for Sycamore, and will work with Tessie to transition this to classroom teachers now that we have hired.
- Chess club is currently being offered to Upper Elementary twice a week for four weeks. It is a hit and is going very smoothly. Possible Lower Elementary camp after spring break.

#### Student Services:

- MCCSC team meetings for ISPs for students and led in-house accommodation plan team meetings.
- Student and classroom admin observations have been mostly paused until we are back to a full office staff on campus.
- Annual review of all student services by classroom completed with Lead Teachers.

#### 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.
- All-staff ABAR workshop scheduled for February 20<sup>th</sup>.
- Jess is working on the IU master's program: Teaching, Learning, and Curriculum.
- Jess attended "The Changing Demographics of Philanthropy" on 2/7 through the Community Foundation and "The Lost Art of Donor Stewardship" through IUPUI on 2/9 and will take a three-day course on "Developing Major Donors" through IUPUI in March.
- Jess and Eve are taking an Interrupting Racism for Children month-long class through Monroe County CASA.

#### Administrative

- Sending thank you notes and entering annual campaign donations as they are received.
- ABAR committee is developing a Diversity & Inclusion survey.



- CTBS tests have been sent for scoring.
- Quinn, Jess, and Allison began work on the strategic plan progress summary document.
- Enrollment is in full swing. We are hosting daily new student visits and processing waitlists and enrollments.
- ALPS recommendation process has been completed for eligible graduating students.
- Whole class lice check in Walnut started February 10<sup>th</sup>. Lice have been an issue for the past five months. The classroom was deep cleaned over the winter break in hopes of stopping the spread, but the problem persists.
- Interventionist and aftercare jobs listed. Several interventionist resumes have been received, and we have a couple of promising candidates.
- Submitted documentation to the new accountant for the ERC credit.
- 990 and NP20 filed for 2021-2022
- NSLP claims filed for December and January
- 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.
  - COVID Public Health Emergency slated to end in May 2023.

#### Community Partnerships

- Continuing discussions with IU Department of Education regarding a Montessori Teacher Education Program.
- Sycamore Land Trust and Bloomington Parks and Rec Weed Wrangle will be working with most classrooms on service projects about native vs. invasive plants and accompanying learning/presentations this year.
  - Jess will be applying for 3 related grants for plants and seeds.
- Jess taught peace lessons at Harmony school as a BMS representative volunteer for the MLK Commission on 2/7.

#### Facilities:

##### COMPLETED:

- Hand sink in Walnut repaired

##### PENDING:

- Commons bathroom drywall repair and painting
- Security cameras – awaiting a final quote
- HVAC replacement – awaiting grant funds from the school CoAg grant

#### Communications:

- Bi-monthly Newsletters, emails to the community
- Facebook posts
- Event Flyers

- Website updates
- Parent Informational meetings

Finances as of 1/31/23:

• Main checking:	\$262,549.86
• Money market:	\$181,994.16
• CD-IUCU:	\$238,497.63
• CD-Live Oak	\$239,191.24
• Fundraising:	\$93,496.78
• Café Account	\$6,623.71

- Tuition delinquency - \$7,892.00(Five families: three 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 - \$ 591,386.54

Respectfully submitted by Christine Lovelace, Board Secretary. Minutes were taken after the meeting via a recording of the Zoom meeting.