

Bloomington Montessori School Board of Directors Meeting Minutes

April 11, 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
- ~~Cyndi Williams~~

Preliminaries

Allison O'Boyle – President – **6:10 pm**

Welcome

Approval of Minutes from March 2023 Board Meeting

- Allison asked for comments, questions, or edits. Quinn commented that she changed one small item on the minutes. Cyndi was not at the meeting but Jess was at the meeting.
- Janelle motioned to approve the minutes and Russ seconded the motion. The motion was approved unanimously.

Call for Issues Not on the Agenda

- No new issues were added to the agenda.

Strategic Plan

- See the Strategic Plan 2023-2026 Objective Action Plans spreadsheet for details.
- Administration
 - Quinn presented the Administrative tab on the Strategic Plan spreadsheet. Everything in the spreadsheet reflected what was presented in the last Board Meeting.
 - The Operations/Organization section had a change in the marketing budget. Some of the projects were separated out for better data tracking.
 - Facilities will have the most budget line items. Replacing the fire escape needs to happen this summer.

- Executive Committee
 - Allison presented that the Executive Committee strategic plan measures that will be mostly yes/no check points to make sure that each item is accomplished. All items were the same as what was previously presented.
 - RACI documentation (the plan will not necessarily name specific people, but roles can be the placeholders for these until someone is tasked)
 - **Responsible:** The individuals who carry out the work
 - **Accountable:** committee members
 - **Consulted:** external resources that is not in the group
 - **Informed:** Those who need to know that the work has been done (the BOD is always one)
- Development Committee
 - Mailchimp will give us some data on the alumni list and newsletter success.
 - Increase in alumni donations will be the
 - Mailchimp will also give us data about emails to the school community.
 - Tracking year over year changes in the community survey answers.
 - Many projects will just need to be checked off the list rather than data tracking.
 - Branding will have the largest budget impact.
 - Some printing will also need a budget line item.
- Governance Committee
 - Collecting data through surveys over multiple years to compare ongoing Board efficacy.
 - A few of the projects will just have a checkbox of whether the task was completed.
 - There isn't any budget for the staff/Board gathering but the plan is to make it a pitch-in and it doesn't make any sense to couple Board meetings with this type of community building event since the teachers do not attend Board meetings anymore.
- Finance Committee
 - Hiring an investment advisor to help with the investment policy. First reading is planned for August.
 - The investment advisor will also advise the development committee on the scholarship investment plan.
 - Many of the transparency and educations projects will just have checkbox measurements.
 - The GuideStar profile will need to be completed before we link it to the website.
- Parent Action Committee will need to be filled in
- BMS Value Alignment
 - \$60,000 for solar (before grants and credits) only covers 16% of BMS's electrical usage.
 - The recycling bins need to sort the Single Stream recycling from the Monroe County recycling.
 - Administration will need to assess the actual budget needs as each project is worked through.
- The Strategic Plan is not a policy so it does not have to go through multiple readings; however, Allison feels this document needs to be approved with a vote.
- Allison wanted to know if Jess and Quinn wanted to do a Q&A on the completed strategic plan before the vote.
 - Quinn felt that the Lead Teachers are well informed through the Board materials and through the reviews they had with Quinn.

- She also said that some non-lead teachers mentioned in the survey that they felt uninformed about the Strategic Plan, and that she would make sure that the information was getting to them as well.

Executive Committee

Allisson O'Boyle – President – **7:15pm**

Committee Business

- Strategic plan review
- Next meeting: May 4, 2023, 11 am

PEOP and COVID management

- 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 April 6, 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 is working on assessing changes to BMS expenditures and potential policy changes relating to the federal change and will have recommendations proposed for the May 2023 meeting.

Other Committee business

- Bullying policy - no new updates.
 - This will be looked at in summer.
- Security camera research update
 - Quinn has met with a third company and is waiting for an estimate.
 - Quinn asked for the third bid once again but has not received it.
- Side work liability question: no new updates at this time.
- Quinn and Jess were assessed on performance by staff members and Board members in late February/early March. Their reports were compiled and delivered by Allison on March 30, and delivered to the Executive Committee with updates on April 5.

Operations

- Please see Quinn's operations report.

Development Committee

Allison O'Boyle – President – **7:20pm**

Development Committee Membership and Meetings

- Next meeting: April 11, 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

- Parent evening: Two Tickets to Parentdise
 - Tickets available; food/decor selection underway
 - Auction requests in progress; about 25 donations accepted, 15 or so pending requests
 - Tickets available for golden raffle
 - \$100 for a chance to win \$4000 tuition credit.
 - Even if we don't sell enough to cover the cost, we have budgeted for less children in each classroom than can actually enroll, so as long as we reach one more than what's budgeted, this will cover the cost.
 - Hilary suggested putting out a little promo video about the Golden Ticket.
 - ** BOD request** please spread the word!
- Fun Run
 - scheduled to occur before Spring Fling on Saturday, May 13
 - sponsor recruitment underway

Annual campaign

- Thank you note packs were delayed and work will begin on those shortly
- Current annual campaign total: \$22,636.39 received. Sponsorships all fulfilled.

Fundraising Progress

- Fundraising checking account: \$29,524.95
- Fundraising savings account: \$63,753.34
- PayPal: \$1504.62
- YTD totals NOT from the current annual campaign (sustaining from 21-22, unsolicited donations, Amazon Smile, Scrip, Kroger, Charleston Wrap): \$7,119.31
- Fruit fundraiser: \$142.50

Finance Committee

Quinn McAvoy – 7:36pm

Financial Review

- The school maintains a strong financial position with over \$1 million in bank accounts and the Live Oak CD (at 4.8%). These balances are 12.68% larger than as of March 2022. Long-term liabilities are only \$581,272.40. As such, the school has the ability to cover its debts.

- Overall, net income for March 2023 was \$24,273, which is approximately \$19,000 under budget for the month (due to loss of students). Regular tuition was almost \$11,000 less than expected for the month and there was also an unbudgeted reversal of \$15,900 for registration fee income.
- Regular tuition was lower than budgeted in March because BMS lost several families since January whose contracts had to be canceled and some had to be reimbursed. This pattern first emerged in February 2023 and will persist into April, and May.

Other Items

- The estimate of refund BMS can receive for the Employee Retention Tax Credit is \$85,000. The refund claim is being prepared.
 - Jess asked if this sum has been earmarked for anything and suggested that this be used for a scholarship fund.
 - This amount needs to be protected and unused for 5 years; however, it could be put in a CD or other safe investment as a scholarship endowment.
 - We should receive the money 6-12 months from now.
 - Allison mentioned that there had been talk of using this money to pay down the mortgage as well.
- The School's Live Oak CD was renewed for 6 months through 10/1/2023.
- Amazon discontinued the Smile program, which was a source of fundraising revenue.

Closed Session - 7:42pm

Governance Committee

Janelle Terkhorn – Vice President- **8:56pm**

Governance Report

- Completed Strategic planning documents and working on updated the excel formatted data
- Continuing to work on edits to the Document and Retention Policy and Acceptable Use documents per recommendations.
- Working on an end of year survey that will go out sometime next week
 - Survey will include questions about orientation!

Nominating Committee Report

- The nominating slate is complete and pending approval of the board.
- Board Slate
 - President: Allison O’Boyle
 - Vice President: Janelle Terkhorn
 - Treasurer: Bridget Stomberg
 - Secretary: Christine Lovelace
 - Members at Large:
 - Russell Clark
 - Rob Danzman
 - Hilary Kanyi
 - Tracey Warren
 - Ge Yan
 - Jennifer Pacella (new)
 - Joanna Ausborn (new)
- Janelle motioned and Russ seconded tabling the vote on the Board slate to make time for some fact finding.

Operations Report

Quinn McAvoy – Head of School – 8:58pm

Enrollment Update 2022-2023

Group	Actual 2022-2023	Classroom Capacities 2022-2023	Budgeted Spots
Half/Full Day	49	54	54
Half-Day Lunch Program	20	20	0
All Day	56	60	60
Lower EL	57	66	57
Upper EL	43	48	45

Enrollment:

- Enrollment is in full swing. We are hosting multiple new student visits each day and sending enrollment contracts. Many tours and outreach calls are happening.
- Re-enrollment of current students completed.
- Placement completed for first and fourth graders, and visits are in full swing.
- Summer camp enrollment happened and is winding down with a few last-minute roster shifts

Staff:

- Summer staffing agreements went out on April 7th.
- Staff goal check-ins/peer review feedback are scheduled for this coming week.
- Interventionist and After Care are posted. Two new aftercare non-leads have been hired and have started part-time as subs.
- 2023-2024 staff contracts to be sent out by May 5th.

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 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 helping with 6th-grade graduate transitions, including ALPS placement and graduation speech writing.
- Lower Elementary Chess Camp started 3/27.
- Parent forum on Bullying and Social Dynamics was held on March 20th; the Six-week in-class EC Wellness program has begun.
- Parent-forum – Empowering Families: Creating Healthy and Safe Online Experiences to be offered via Zoom an evening during the week of April 24th.

Advocacy

- Attended United Montessori Schools of Indiana Strategic Planning Retreat (half-day).

Student Services:

- MCCSC team meetings for ISPs for students and led in-house accommodation plan team meetings.
- Student and classroom observations have resumed
- 50% of students in Early Childhood who were identified as needing assistance have graduated out of that need.

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.
- Jess is working on IU master's program: Teaching, Learning, and Curriculum.
- Jess will be attending two free DEI evening workshops through CASA.

Administrative

- Purchased new CTBS report software that allows us to customize reports and compare data easily.
- Parent meetings to discuss CTBS scores; created an interpretive video to be shared to help parents read and understand scores.
- ABAR committee is developing a Diversity & Inclusion survey.

- Applied for a \$3000 Tri Kappa grant for ABAR books throughout the school.
- Working with YMCA on route for the fun run
- Applied for a \$15,000 NSLP grant to replace three of our kitchen appliances.
- Employee Retention Credit – filing being prepared, estimated that BMS would qualify without audit threat for one quarter (approximately \$85,000).
- NSLP claims pending for January and February
- Business Tangible Personal Property Returns (form 103-Short and form 104) filed.
- EOP
 - COVID Public Health Emergency is slated to end in May 2023.
 - The new Communicable Disease Outbreak Plan created and approved by the Monroe County Health Department as part of the CoAg grant BMS received last year will go into place once the EOP is retired. The Executive Committee will review it before the May Board meeting, and recommendations will be shared with the Board at the May Board meeting.

Community Partnerships

- Continuing discussions with IU Department of Education regarding a Montessori Teacher Education Program.
- Saturday, April 29th – Childrens Expo
- BMS, as part of the Martin Luther King Jr Commission for the City of Bloomington, has helped organize the MLK Week of Remembrance for Remembrance Day.
 - Jess presented awards for a children’s art contest at Fairview on April 6th and attended events on April 7th and April 8th as a BMS and City Commission representative.
 - Parent Rachel Varon joined Jess as a volunteer for this project, creating the brochure for the city as her parent volunteer hours (though she went very above and beyond the ten hours) as a fellow representative of our school on the project.

Facilities:

COMPLETED:

- Lower playground fence repaired
- Radon detectors installed in each classroom
- Hickory and attic door repaired

PENDING:

- Security cameras – awaiting a final quote
- HVAC replacement – awaiting grant funds from the school CoAg grant
- Drinking fountain/water bottle filling station reconfiguration installation – awaiting grant funds from the school CoAg grant
- Magnolia playground flooring – investing settling issue
- Replace rear fire escape – awaiting the estimate
- Window/corner siding replacement on the exterior of the main building – awaiting estimate.
- Painting the exterior of the main campus – awaiting the estimate
- Landscaping - match grant awarded, awaiting delivery

- Sycamore Land Trust is donating their time to create our landscape plans and do the purchasing of our plants (with the grant money)

Communications:

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

Finances as of 3/31/23:

• Main checking:	\$284,972.63
• Money market:	\$182,721.51
• CD-IUCU:	\$239,590.13
• CD-Live Oak	\$239,518.71
• Fundraising:	\$94,787.29
• Café Account	\$6,524.41

- Tuition delinquency - \$12,234.75 (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 - \$ 581,272.20

Closing

Allison O'Boyle – President – 7:35pm

- Allison thanked everyone for attending.
- Meeting Adjourned: **9:06 pm**

Respectfully submitted by Christine Lovelace, Board Secretary