

Bloomington Montessori School Board of Directors Meeting Minutes

May 9, 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
- Joanna Woronkowicz (incoming Board member)

Staff Members Present

- Quinn McAvoy
- Jess Davis
- Cyndi Williams

Preliminaries

Allison O'Boyle – President – **6:07 pm**

Welcome

Approval of Minutes from November 2022 Board Meeting

- Allison welcomed Joanna as she sits in to observe the meeting. She has been voted on to the Board for next year.
- Allison asked for comments, questions, or edits.
- Janelle motioned to approve the minutes and Tracey seconded the motion. The motion was approved.

Call for Issues Not on the Agenda

- No new issues were added to the agenda.

Strategic Plan– **6:09 pm**

- There will be a less-detailed document that can be online and printed.
- Operations/Curricular Tab
 - No changes have been made.
 - No one had any comments or questions.
- Operations/Organizational
 - No changes have been made.

- Janelle asked if there is a tally for financial totals on the spreadsheet
 - Quinn will take out the financial pieces and make a separate spreadsheet that tallies the numbers.
 - The financial pieces are an AMS request.
- Executive Committee
 - The committee will allocate projects as needed next year.
 - Measures of progress was added.
 - No questions
- Governance Committee
 - No changes have been made other than grammatical errors.
 - No one had any comments or questions.
- Finance Committee
 - Investment Policy
 - Finance Education
 - Scholarships
 - Record Organization
 - No one had questions
- Parent Action Committee
 - Purpose
 - Parent Participation
 - Finance
 - Communication and Information Repository
 - Quinn asked what a Call Out session.
 - Targeting volunteers, giving info about opportunities, etc.
 - Allison wants to rebrand this event.
 - Tracey would like this to be at the beginning of each semester.
 - Allison likes the idea of seeing how other Montessori schools harness and organize their parent volunteers.
- Development Committee
 - Added things we can use to track progress.
 - Projects have not changed from last meeting.
 - There were no questions from the Board.
- Value Alignment
 - Nothing has changed since the last meeting.
 - Executive has oversight over this aspect of the strategic plan and will create a way for each committee to make sure that Value Alignment is integrated into their projects.
 - There were no questions from the Board.
- VOTE
 - Christine made the motion to approve the Strategic Plan, Gi seconded the motion. The Strategic Plan was approved unanimously.

PEOP, Communicable Disease Plan– 6:35 pm

- Thursday, May 11th is the end of the Federal Emergency Health Order. This ends the financial aid that was part of this Federal Emergency Health Order.
 - The Monroe County Health Department requested that all school create a Communicable Disease Plan and they provided a template.
 - The PEOP can be retired now that the Federal order is coming to an end, and we have a Communicable Disease Plan created.
- Second reading of the Communicable Disease Plan
 - The first reading was done via email due to time constraints around the end of the Federal Emergency Health Order for Covid and the due date from the County.
 - The Communicable Disease Plan is not Covid specific but addresses how the school will respond to any communicable disease.
 - CDC recommendation for Covid masking will be followed (5 days isolation, 5 days masking).
- Janelle motioned to end the PEOP plan, the motion was seconded by Rob. The motion was approved unanimously.
- Hilary motioned to approve the Communicable Disease Plan, Janelle seconded the motion and it was approved unanimously.

Executive Committee

Allisson O’Boyle – President – 6:48 pm

Committee Business

- Strategic plan review & vote
- PEOP cessation vote
- Illness policy edits, second reading and vote
- Communicable Disease plan, second reading and vote
- Next meeting: TBD (will schedule one summer check-in, regular meetings resume in August)

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 May 4, 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. CDC recommendations remain unchanged, but the Monroe County Health Department has requested that all schools replace COVID protocol with a Communicable Disease Plan that can be applied to all communicable diseases. This plan has been developed by Quinn and Jess, reviewed and approved by MCHD and by the Executive Committee, and is up for a vote at this meeting.

Other Committee business

- Bullying policy - no new updates
- Security camera research update
 - Quinn has contacted four local companies and received estimates from two companies. The remaining two companies have not provided an estimate in spite of multiple requests. The Executive Committee has authorized Quinn to proceed with a comparison of the two available estimates.
- Side work liability question: Work tabled at this time.
- Allison signed annual contracts for Quinn and Jess on May 4, 2023.
- Discussion of communication to parents, based on questions Quinn received about Board nomination process. Some parents have confusion about how to apply for the Board and how the nomination process is conducted. Executive Committee suggestions included assembling a FAQ, placing the process on the Board's page on the school website, and advertising more broadly for assistance with the Nominating Committee.

Operations

- Please see Quinn's operations report.

Development Committee

Allison O'Boyle – President – **6:50pm**

Development Committee Membership and Meetings

- Next meeting: May 11, 2023, 10:00 am

Development planning/structural support

- May 2023 meeting will assess this year's events, determine broad events for next year
- Working on formal plan for allocation of development funds
- Working on ways to highlight scholarships at BMS and scholarship funding

Development Event Planning

- Parent evening: Two Tickets to Parentdise
 - Positive feedback at event; survey in progress
 - Silent auction \$4575 net; other figures in progress
 - Ticket sales for the event came in at a negative (around -\$500).
 - The Golden Raffle came in at -\$100
 - The 50/50 raffle made \$180
 - Rob asked about the timing and why we had low attendance.
 - Later Spring is a harder time to fit an event.
 - Woolery Mill was not available for the early April date we had wanted.

- Hillary asked if the Silent Auction this year compared to the 2019 50th Anniversary Event
 - Net: around \$14,000
 - Ticket sales brought in \$6000+ gross (not net)
 - \$1900 staff experiences
 - \$3500 silent auction
 - Live Auction \$6,000
 - Fund a need: \$5,000
- Jess took a fundraising workshop and the takeaway was that you have to spend money to make money.
- Ge asked what the ceiling was for the event attendance.
 - Allison said we were looking to get 100 people but we could go higher.
 - Ge mentioned that we could spend more now with the future revenue stream in mind if we knew what our anticipated attendance can be.
- Hillary recommended using the event photos to help get people excited about the next event.
- Janelle and Rob mentioned that childcare is an issue for event attendance.
 - Rob suggested that the school becomes a resource for families to find childcare.
 - Quinn said that the school cannot have that position. She said we can establish the announcement board at school.
 - Janelle wondered if the school could create a children's event during the same time as the parent event.
 - Jess mentioned that kids under 3 years cannot participate in the school.
 - Allison said there are some avenues of exploration, such as the YMCA, to address the childcare challenge.
- Fun Run
 - Registration in progress; can register up to the day of event
 - Sponsors obtained: 4; Registrations to date: 62
 - Likely to be moved to the last day of school
- Scholastic Book Fair: \$2652 sold, the school received \$977.52 in scholastics bucks
 - These proceeds are not cash but a budget for teachers to buy books through scholastic.
 - Does Morgensterns do school book fairs?

Annual campaign

- Current annual campaign total: \$23,007.17 received. Sponsorships all fulfilled.

Fundraising Progress

- Fundraising checking account: \$29,854.17
- Fundraising savings account: \$63,774.30
- PayPal: \$1521.28
- YTD totals NOT from the current annual campaign (sustaining from 21-22, unsolicited donations, Amazon Smile, Scrip, Kroger, Charleston Wrap, fruit fundraiser): \$7,236.31

Finance Committee

Cyndi and Quinn McAvoy – 7:38pm

Financial Review

- The school maintains a strong financial position with over \$1 million in bank accounts and the Live Oak CD. These balances are 14.47% larger than as of April 2022. Long-term liabilities are only \$576,285. As such, the school can cover its debts.
- Actual year-to-date net income through April was \$392,984 which is 148% of budget. However, budgeted amount so not include “Other Income”. When comparing actual operating income to budgeted amounts, actual is 134% of budget.
 - Although academic year tuition is down relative to budgeted amounts, “Summer Tuition” and “Grants Inflow” total over \$100,000 and these amounts were not reflected in the budget.
 - In terms of expenses “Building Operations” is over budget as are FACTS Fees. We should ensure that 2023-2024 budgeted amounts account appropriately for these differences.

Other Items

- The final refund claim the Employee Retention Tax Credit is \$86,826. The refund claim has been finalized and the engagement letter was signed. \$6500 fee to for evaluating and filing the credit.
- The School’s Live Oak CD was renewed for 6 months through 10/1/2023.
- The IU Credit Union CD will be reinvested with First Internet Bank at a rate of around 4.4%
- The committee is working to create reports for the Board that are more accurate because of the way tuition and salary are recorded. These do not always come in and get recorded in the months were they are budgeted.
- Summer tuition is down about \$25,000. We budgeted for 30 students in Early Childhood summer camp, but we are only going to have two teachers and 22 students.
- There has been a lot of transition in students. All but one class has had students moving out and/or other students transitioning in.
- Ge asked if this transition rate is normal. Quinn said this was more than usual with many families moving out of state. Ge asked if we document the statistics of why families leave the school. Quinn said that creating an exit survey is on the Strategic Plan.

Governance Committee

Janelle Terkhorn – Vice President- **7:49pm**

Committee Members: Russ Clark, Quinn McAvoy, Allison O’Boyle, Christine Lovelace

Governance Objectives:

The primary focus for the 2022-2023 academic year has been on the continued creation of guidance documents and resources for the board. Governance goals included the creation of documentation on the preservation and destruction of board materials, advancing yearly data gathering, refining current

materials and establishing gap areas where further documentation and guidance may be needed in the Board Handbook or other Board documents.

Academic Year Summary:

The Governance Committee worked on creating guidelines for the handbook on the preservation and destruction of board materials. These documents will continue to be developed over the summer of 2023. Governance committee worked on establishing board development goals in the strategic plan for the next three-year cycle which includes closing gaps in documentation and establishing stronger guidelines in the bylaws for removing and adding board members should circumstances arise. Governance also convened the nominating committee this year to search for board candidates.

Open Projects:

1. Document preservation and destruction guidelines
2. Survey data gathering
3. BOD/Governance Committee will ensure proper training and shadowing for key positions that may have transitions in the following academic year.
4. BOD bylaw and policy additions regarding adding or removing membership as needed.

Recommendation for Full Board:

Governance recommends that the board continue working on documentation and guidelines for individual committees as well as the full board. Governance also recommends that the board review the bylaws regarding the removal of membership and make considerations for additional scenarios.

PAC Report

Tracey Warren – **7:51pm**

Last Meeting

May 5, 2023, at 2:00 p.m.

Virtual Attendees: Adriana Fernandez, Tracey Warren, Quinn McAvoy, and Christine Bannister. Power point slide deck PAC chair presentation used for meeting agenda.

ITEMS DISCUSSED

- **Remaining Spring 2023 PAC Dedicated Social Event:**
 - BMS Meet-Up – Switchyard Park Food Truck Friday May 5th
- **Teacher Appreciation Week: May 1 – 5th, 2023**
 - Cash Collections
 - Teacher Luncheon

- Things that Grow ... Showing Gratitude
- Book Fair
- Treats & Sweets
- **Fun Run/Spring Fling: May 13th**
 - Fun Run will be the kick-off event starting at 10:00 a.m.
 - Spring Fling Festival Time: 11 a.m. – 2:00 p.m.
 - Floating Coordinator: Christine Bannister
 - Theme: Bloom in Bloomington
 - Location: Montessori campus lower playground
 - Tasks such as food, games, set-up, clean-up, etc. still needs volunteers
 - We have a few designated volunteers assigned to assist with:
 - Planting stations, sack racing, tug of war, bean bags, sidewalk chalk, spring crowns, self-photo booth and a few other Fall repeats that are in place.
 - Along with the plethora of other scheduled events around Bloomington, it is expected to rain; One plan is to have the event the following weekend, May 20th if it rains
- **Academic Year 2023-2024 Planning Discussion**
 - Topics included reducing number of meetings,
 - Combined family inclusive service projects,
 - Virtual-hybrid format for meetings,
 - Continued in person social gatherings,
 - Other areas of interest will be discussed later.
- Allison reminded the Board that the school use to do weekday events that were lower stakes and quick/easy.
- Allison had a piece of feedback from a parent who mentioned that they wanted to help. They would really love to have a more social aspect to the PAC meeting (maybe coffee meetings during the day).
- Cyndi wondered if the PAC meetings are always during the day. This year, most of the meetings were during the day; however, the two years previously were in the evening.
- Allison recommended front loading meetings at the beginning of the school year to get people interested and involved.

Operations Report

Quinn McAvoy – Head of School – 8:03pm

Enrollment Overview 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 Projection 2023-2024

Group	Projected 2023-2024	Currently Registered 2023-2024	Classroom Capacities 2023-2024	Budgeted Spots
Half/Full Day	53	45	54	53
Half-Day Lunch Program	20	13	24	19
All Day	60	56	60	58
Lower EL	66	65	66	63
Upper EL	36	36	36	36

Enrollment:

- Enrollment is closing as the school year is winding down. We will continue to fill the remaining Early Childhood openings over the summer.
- The Sycamore and Willow classrooms will be combined into one Superclass next year as enrollment dictates.

Staff:

- 2023-2024 school year contracts have been sent out to staff.
- Jeanette Stolz has filled the Interventionist position.
- We are still seeking an After Care Lead Teacher for Lower Elementary.

Curriculum:

- Jess is a mentor teacher to two adult learners, Nick for his Transition to Teaching program, and Sam for his Montessori Training. Nick has completed his program! Sam is continuing and will be going to training again this summer.
- Jess is doing some direct student service intervention (exceptional rate of high needs in the school right now).
 - Kindergarten Reading Group
 - Upper Elementary Reading Group
- Jess is helping with 6th grade graduation speech writing.
- Early Childhood Social-Emotional Wellness program has wrapped up. Teachers had positive feedback. Minimal measurable progress with students, but teachers felt like they learned from Sky. Parents seemed to appreciate the time to talk to him, and more wanted time than he had slots, and he is donating an extra day to fit parents in.
 - Rob asked why there wasn't a measurable progress. Jess's educated guess is that because these young children need 4-20 repetitions of a lesson, there just wasn't

enough time to do enough repetitions to make a significant difference. She also mentioned that there were many children with moderate need and a handful with high need but the program needed to be offered equally.

Advocacy

- Jess is presenting at two summer Montessori fundamentals trainings for UMSI.

Student Services:

- MCCSC team meetings for ISPs for students and led in-house accommodation plan team meetings.
- Student and classroom observations have resumed

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 the IU master's program: Teaching, Learning, and Curriculum.
- Jess completed two workshops on onboarding new staff.
- Jess will attend a 3-day workshop on Developing Major Donors at the IUPUI Lily School of Philanthropy on May 8-10.

Administrative

- Deep-cleaned and organized office
- Analysis of CTBS data
- ABAR committee is developing a Diversity & Inclusion survey.
- Received native planting grants (paid directly to the nursery) and an in-kind award from Sycamore Land Trust for the campus planting project.
- Employee Retention Credit – filed for \$86,825.99. The accounting fee was \$6,500.
- NSLP claims pending for March
- PEOP
 - COVID Public Health Emergency is slated to end in May 2023. The PEOP is up for a conclusion vote.
 - 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 PEOP is concluded. The Executive Committee reviewed the plan and has sent it out for a first reading via email by Sunday, May 7th. A second reading and vote will take place on May 9th.

Community Partnerships

- Morgansterns hosted our Spanish teacher Jessica Groves and several of our Upper Elementary students for a reading of the book “Heros Hispanos de la A a la Z”, a self-published book created by the Upper Elementary class.

- Monroe County Public Library would like to partner with us and include the public for a parent forum—likely a reading (phonemic awareness) workshop in September. Details are being finalized.
- Bloomington Parks and Rec partnered for invasive species field day for elementary students in Winslow Woods.

Facilities:

COMPLETED:

-

PENDING:

- Security cameras – awaiting comparison of two final bids.
 - Quinn recommends to pause this until after summer.
- 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 – Met with installer to investigate 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 planting

Communications:

- Bi-monthly Newsletters, emails to the community
- Facebook posts
- Event Flyers
- Website updates
- Parent Forum
- Children’s Expo

Finances as of 4/30/23:

- Main checking: \$351,059.75
- Money market: \$183,092.46
- CD-IUCU: \$239,590.13
- CD-Live Oak \$240,443.53
- Fundraising: \$95,149.75
- Café Account \$8,784.45

- Tuition delinquency - \$8360 (Three families: two families are delinquent over 30 days and have entered a payment plan to bring their accounts current)
- IUCU Loan balance - \$ 576,285.48

Closing

Allison O'Boyle – President – 8:15pm

- Allison thanked everyone for attending.
- We will be setting up a date for orientation – watch for emails midsummer.
- There will be a back to school party with Board and Staff in late July/Early August
- Meeting Adjourned: **8:17 pm**

Respectfully submitted by Christine Lovelace, Board Secretary