



Board Meeting Minutes January 03, 2023

This meeting of the Bay Grove Montessori Board of Directors was called to order by Kimberly Clauson at 12:45pm.

Attendance

President: Kimberly Clauson
Vice President: Leslie Garcia
Secretary: Kate Bertelli-Wilinski
Directors: Austin Leonard, Seth Taft

Approval of Minutes

Minutes from the last full meeting, August 24, 2023, are accessible to all board members via Google Drive. Minutes were referenced, but not read or approved at this meeting.

Old Business

- Enrollment

Kate provided updated. Enrollment windows begin Feb 1 with returning families, and Mar 1 for new families. An intent to return survey will be sent out mid January to returning families. Enrollment flyers, mailers, and brochures are being updated and enrollment information has already been posted in 30 different Facebook groups. A majority of prospective families that have reached out are under 6 years old: six 2 year olds, five 3 year olds, four 4 year olds, three 5 year olds, two 6 year olds. Next actions: the board will need to vote on and finalize the tuition amount, as well as confirm that we are moving forward with enrollment via Brightwheel (over FACTS). The Board discussed pros and cons of Brightwheel and FACTS and were favorable towards retaining prior vote on July 17, 2023 to uphold full migration to Brightwheel with the following additional tasks: 1. Leslie was tasked to review options for collections agencies, as Brightwheel financial settings are month to month, 2. Kate to look into a promissory note to be completed with enrollment, 3. Kate to spearhead testing Brightwheel enrollment process and paperwork.

- Department of Education Step Up Scholarship

Kate provided update. The initial inspection/visit was completed December 12th. We are now an approved participant and awaiting a unique URL link to be sent from Step Up to access and create our new EMA account. Kate has placed a call with our Step Up district representative to ask about back pay (amounts and date), monthly pay cycle, and summer program coverage. The board determined the next steps are to wait for further information from our district representative, while

providing a notification to families that BGMS' will "balance the books" so that families are not being charged twice for tuition; any available excess will be returned to families. Additionally, we started our '24-'25 school year application so that we should be ready to receive scholarships immediately for new students.

- Department of Children and Families

Kim provided update. The first inspection/visit was completed on December 11th and was successful. Our inspector was pleased with internal operations and our campus. We can anticipate our next visit around February. We will need to update our license annually and will reach out to our representative at the appropriate time.

- Day-to-Day School Operations

Kim and Kate provided update. December 15th was the last day for our Children's House Assistant Teacher. Operations staff has been actively pursuing applicants and holding interviews for the assistant position, as well as the substitute position. A recent hiring was made for the Operations Support Personnel. The Board discussed steps towards transitioning Kimberly out of a leading teaching position and into a full Head of School position.

A motion was made to transition Kimberly from ECE Lead teacher to lower Elem as Asst Teacher, and to offer Andrea Georgas a contract for ECE Lead Teacher for the remainder of the 2023-2024 school year, contingent upon her completion of a DCF Staff Credential, in the amount of \$3,400/mo. plus burdens: Kim
Second: Leslie

Discussion: Impacts to budget were discussed as well as the pay rate for a lead position that was less than typical 40 hours/week.

Motion Passes (In favor = 3, Opposed = 0, Abstain = 2)

- Building and Land

Landlords approved our request to extend our lease for an additional two years. Rental costs are increasing. \$3,100 for year one and a 5% increase for year two (\$3,255). Leslie is tasked to re-write the rental agreement with the new amount and term information with a completed by due date of 1/31/24.

For the future: if the Growing Roots Project does not gain enough funding, we will pursue additional Plan B spaces for rent. The following ideas were discussed: mapping out residential locations for current families and staff, creating an ISO Flyer to include specs based on the DCF square footage requirement.

- Budget

2023 Financial Statement was provided by our CPA and reviewed by the board. Members have access to the document for future reference and will be used to

guide discussion for establishing next year's tuition (2024-2025). Tuition discussion to take place on January 27th.

- Facility Maintenance

Updates to facility: picnic tables have been repaired and will need to be repainted; the flooring was installed, and repairs were made to the outdoor storage shed; tables and chairs need sanding and spray painting.

New Business

- Grants & Scholarships

Kimberly is actively working on tailoring donor letters and reaching out to prospective donors.

- Operational Policies

Operations staff identified that The Board needs to update its truancy policy to include procedures for collecting unpaid tuition and reporting truancy (to be compliant with state and federal laws). The Board discussed the possibility of utilizing a collections agency for unpaid tuition and reaching out to legal counsel for school responsibilities. Leslie tasked to explore collections options; Kate tasked to explore legal counsel options.

- Board Position Change

President provided the following notification to The Board: Seth Taft submitted a resignation letter to the President on 12/31/23 resigning as the BGMS Board Treasurer. This resignation is based on the following: (1) after initial induction to the Board on June 9, 2023, the Board has learned that a treasurer is not a requirement of our By-Laws, the Division of Corporations, and laws governing 501(c)3 organization; (2) The Board has enacted a contract with our accountant to maintain our books in addition to the completion of our taxes. Seth will be remaining on The Board as a director. President invited board members to reach out with questions and welcomed future conversation about the need for a treasurer and/or a nomination for a new treasurer.

- Join Walton Chamber of Commerce

A motion was made to join the Walton County Chamber of Commerce for 2024, in the amount of \$475, less 30%, plus an additional \$75 electronic list: Kimberly
Second: Austin

Discussion: BGMS has previously been a member of the Walton Chamber of Commerce. Benefits include networking, promotions, sponsorship, etc.

A question was made if this decision should fall under Operations or Board.

Group determined it was Board related since it is membership for the business and not to aid daily operations.

Motion Passes (In favor = 5, Opposed = 0, Abstain = 0)

Next Meeting

The next board meeting is a monthly connection, scheduled for Jan 27 9:30am.

Adjournment

A motion was made to adjourn the meeting: Kate

Second: Austin

Discussion: None.

Motion Passes. (in favor = 5; opposed = 0)

Meeting Adjourned at 2:15pm