



**GEIST MONTESSORI ACADEMY  
BOARD OF DIRECTORS  
MEETING MINUTES**

**Meeting Location  
6058 W. 900 N.  
McCordsville, IN 46055  
& VIA ZOOM VIRTUAL SESSION**

**Tuesday, August 18, 2020  
5:30 pm**

**BOARD MEMBERS**

Uriah Ellis – President | Lacey Willard – Secretary | Andrew Cavallaro – Treasurer  
Mark Clark – At-Large Member | Karen Swan – At-Large Member

**STAFF**

Cindy Schuler – Executive Director

1. Opening
  - Welcome: President Uriah Ellis called the meeting to order at 5:35 pm after allowing all virtual attendees to enter the session. The board will have additional engagement opportunities via the school's email, and periodic town halls, such as the one hosted prior to today's board meeting. The public comment feature will not be included in the board meeting format.
  - Roll Call - Board of Directors: Quorum established (U. Ellis; L. Willard; A. Cavallaro; K. Swan; M. Clark)
  - Roll Call - Executive Director: Present
  - Roll Call - Dir. Admin Affairs: Present
  - Special Guests - Tina Spencer of Bookkeeping Plus: Present
2. Consent Agenda: ***Lacey Willard moved to approve; Andrew Cavallaro second; Unanimous approval***
  - Approval of July Minutes
  - Approval of Administrative and Teacher contracts
  - Approval of the 2020-2021 school handbook
  - Approval of the 2020-2021 student/family handbook
3. Office of the Executive Director
  - Director Report: Enrollment: 269 in full time onsite, hybrid, and virtual; PowerSchool is up and running; Books on the Beach, Summer School and Ice Cream Social programs were successful; Reopening, supported by Health and Safety Team, has gone smoothly; Training for staff and administration from authorizer and Montessori was complete; Carline arrival and dismissal have been effective; Teacher evaluations, based on IDOE RISE Teacher Evaluation Model, are in effect; Staff handbook edits included holiday and

hours worked guidance; Act it Out Club appeared in International Montessori video; Vendor activity with Authorizer (continued engagement request letter), Health Plans (expanded offerings), Custodial Crew (enhanced services for COVID), and Building Needs (leaks and plumbing issues; gym equipment; and masks/plexiglass products); and First virtual PTO meeting will be coming up on Tuesday, August 25 at 6:30 p.m.

4. Finance Committee

- July finances - BK +
  - Finance Report accepted, including AP Voucher Register for monthly signature by the Board; Controllers Report; Cash Flow
  - ***With the institution of effective booking services, Mark Clark motioned, and Andrew Cavallaro seconded to institute a \$3,000.00 per transaction board approval requirement (adjusted from the current \$.01 per transaction limit); Motion passed unanimously.***

5. Board Action Items for consideration:

- Approval of GMA letter to BSU for consideration to renew charter
  - ***Mark Clark moved to approve; Andrew Cavallaro second; Unanimous approval***
- Approval of board's amended bylaws to match BSU's updates: Minor edits to align with our authorizer's governance guidance are included in the Amendment; on topics such as term limits; new board member training; Robert's Rules of Order; Meeting minimum of six annually; compliance with Indiana's Open Door Law
  - ***Mark Clark moved to approve; Andrew Cavallaro second; Unanimous approval***

6. Adjournment: 6:15 pm