



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

**Meeting Location**  
**6058 W. 900 N.**  
**McCordsville, IN 46055**

**Tuesday, January 19, 2020**  
**5:30 pm**

**BOARD OF DIRECTORS**

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

**STAFF**

Cindy Schuler – Executive Director

**Guests**

N/A

1. Opening
  - Welcome: 5:32 PM ET meeting called to order
  - Roll Call - Board of Directors: All members present (Uriah Ellis, President; Lacey Willard, Secretary; Andrew Cavallaro, Treasurer; Mark Clark, At-Large Member; Karen Swan, At-Large Member)
  - Roll Call - Executive Director: Cindy Schuler, Executive Director present
2. Consent Agenda
  - Approval of December Minutes: Mark motioned to approve; Andrew seconded; No discussion; **Unanimous approval**
  - Approval of December Vouchers: Mark motioned to approve; Andrew seconded; No discussion; **Unanimous approval**
3. Office of the Executive Director
  - Enrollment Numbers for January, 2021, are as follows: K: 42 1st: 41 2nd: 40 3rd: 35 4th: 21 5th: 25 6th: 31 7th: 25 8th: 12 TOTAL: 272
  - Programs: New Teacher Mentor Program is live; Staff and Student Handbooks edits underway; 21-22 Calendar Review has started; International Festival will celebrate South America; PowerSchool for enrollment is being updated; Project Lead the Way certifications are live; New Co-Teacher (Kim K.) joined; Lexia® Core5® Reading placements has launched; Junior Great Book Shared Inquiry Professional Development starts with Zoom sessions; Learning Lab have kicked back off; Special Education professional development complete; Health and Safety and Social Emotional Lessons have started; CogAT The Cognitive Abilities Test (CogAT) for select grades will occur in

February; LLI, Leveled Literacy Intervention by Fountas and Pinnell, arrived; Recruiting for Substitutes now; Gateway Training Grant to Ms. Mare was secured; Sports and Drama clubs are starting; Grounds Committee continues to meet; Build a Bridge Campaign underway to access North lot; PTO meeting follows board meeting today

- Rental of Gym Space: Motion to allow use of gym for soccer practice by Karen; Andrew seconded; Discussion centered around COVID preparedness, Indemnification provisions, Insurance endorsement, Repairs reimbursement, Fee schedule, Scheduling coordination, and Reimbursement for staff for access support. **Motion failed, Unanimously** with a note to reconsider after discussion points are addressed and COVID-19 exposures reduce.
4. Finance Committee: Andrew Cavallaro
- Finance Report: Healthy cash position at this time; potential return on reserves to be considered; phasing out the goals of the former finance committee and establishing a finance committee that functions primarily as a fiscal oversight body under Treasurer role.
5. New Business:
- Approval of Revised budget for 2020-2021 school year: Andrew motioned for approval; Karen seconded; Discussion centered around overall cash balance and adjustments for COVID; **Unanimous approval**
  - Approval of Internal Controls Guidebook for Geist Montessori Academy from Bookkeeping Plus, Inc.: Andrew motioned for approval; Lacey seconded; No discussion; **Unanimous approval**
  - Approval of revised board meeting schedule for 2020-2021 school year: Uriah motioned for approval of monthly meetings for remainder of school year on third Tuesday 5:30 PM ET; Karen seconded; Potential move to fourth Tuesday to accommodate finance committee reviews for next school year; **Unanimous approval**
  - Parent/Teacher surveys: Release of surveys to parents and teachers Lacey motioned; Uriah seconded; Potential review by HR consultant if fees are reasonable; **Unanimous approval**
6. Adjournment: Motion to approve adjournment by Lacey; Andrew seconded; 6:25 PM ET adjournment