



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

**Meeting Location**

**6058 W. 900 N.**

**McCordsville, IN 46055**

**Or**

**Virtual**

**Tuesday, June 15, 2021**

**5:30 pm**

**BOARD OF DIRECTORS**

Uriah Ellis – President | Lacey Willard – Secretary | Mark Clark – Treasurer |

**STAFF**

Jen Gosch - Executive Director

**Guest**

Tina Spencer - Bookkeeping Plus

1. Opening
  - Welcome: Board meeting called to order at 5:31PM ET
  - Roll Call - Board of Directors: Present Uriah Ellis – President; Lacey Willard – Secretary; Mark Clark – Treasurer
  - Guest acknowledgment:
2. Consent Agenda: **Motion to approve by Lacey Willard; Seconded Mark Clark; Unanimous approval.**
  - Approval of May Minutes
  - Approval of May Vouchers
3. Office of the Interim Executive Director
  - Interim Executive Director Report
  - Personnel. Jen Gosch is installed as the Executive Director; Ms. Stephanie Edwards has transitioned from her role at the front desk to the role of Operations Manager and is taking over our Business Office; and New Assistant Executive Director, Ms. Jamie Rahmany. Open teaching roles are being interviewed now.
  - Enrollment: Pre-K: 25; Kindergarten: 38; Grade 1: 30; Grade 2: 29; Grade 3: 24; Grade 4: 29; Grade 5: 14; Grade 6: 17; Grade 7: 17; Grade 8: 18
  - Class Composition. Possible move from 3 to 2 grade spans in review
  - ILEARN Update. Reinforcing math learning and testing capabilities underway
  - Montessori Training. Cohort of three teachers begin their journey toward Montessori certification together in July.

- Masks and COVID Policy Review. As the COVID-19 pandemic continues to be a very fluid situation, we will continue monitoring the guidance provided by the local and state health departments to form our school policies in this area for the upcoming school year.
  - Virtual Learning. GMA leadership is continuing to develop plans to address the need for virtual learning this school year. More information on this will be available in the coming weeks.
  - Events. We will host our Kindergarten Round-up and Enrollment Fair on July 12.
4. Finance Committee: Tina Spencer
- Finance Report: YTD financial trends are positive overall, and positive when compared to budget. Grant and project funds came in this month, and audit fees payment occurred this month. PPP is in process, with a 3Q21 deadline.
  - Budget guidelines: A balanced budget is being prepared for 2021-2022 school year with a target of increasing cash reserves to 90 day cash on hand.
5. New Business:
- New Board Member elections: Melanie Linder and Debi Dobbins. **Motion to approve both candidates by Lacey Willard; Seconded Uriah Ellis; Unanimous approval.**
  - Discussion on offering virtual classes
6. Adjournment: **5:54PM ET meeting adjourned by Unanimous vote**