



## **UMSI Board Meeting Minutes**

March 18, 2018 7:00 p.m.

**In Attendance:** Mark Nardo, Vyju Kadambi, Tara Franke, Tiffany Fennig, Deb Cyrier, Carolyn Case, Brenda Huth

**Absent:** Kathy Lause (delivered Treasurer's Report via Mark)

**Mission:** With integrity The United Montessori Schools of Indiana will support, unify, and advocate for the advancement of Montessori education.

### **Treasurer's Report:**

1st Account balance: \$13,092.96

2<sup>nd</sup> Account balance: \$30,576.77

\$59.40 in PayPal

Total of all accounts + PayPal: \$54,104.13

Credits: Oak Farm paid outstanding balance for special needs workshop

Outstanding: IPS School 56; \$225.00, IPS Instructional Assistant training from 2017; \$3,700.00, IPS School 91; \$225.00, Marquette Montessori just sent P.O. to Brenda. Brenda forwarded it to Kathy.

Should we as a Board consider late fees for schools/districts that are over 90 days past due?

Should we as a Board consider a Collection agency?

Should we allow them to register for further professional development?

Kathy, Please let Deb know when you receive the check from South Bend Community Schools for Marquette's outstanding P.O.

Carolyn has turned in receipts for; Cincinnati conference trip; \$138.60 and Oak Farm (Validation) trip \$135.30

## Operations Manager Report:

1. Carolyn has been in communication with Public Broadcasting representative about TV advertising spots.

State-wide; 2, 30 minute spots a week for a total of 14 spots

Will air state-wide in the following broadcast areas: Indianapolis, Fort Wayne, South Bend, Bloomington, Evansville, Merrillville, and Muncie

\$428.00

2 adds per market during Daniel Tiger (their most popular children's show)

Should we double it? Yes! All in agreement that this is extremely inexpensive advertising. Board voted to double all of the above; 28 spots, state-wide, 4 spots a week for a total of 28

\$856.00 total

When? Agreed it should be during Maria Montessori birthday (August 31) and National Montessori Education Week (first week of February)

Carolyn will work with Mark, Tara, Kathy (Indy people) to solidify message. Something Montessori general (philosophy...how do children learn best?, what does UMSI do, "visit our website", etc.)

Carolyn should solidify a contract with PBS and forward that to Mark to sign. Kathy will submit payment.

2. Montessori Fundamentals (Paraprofessional/IA Training). July 17-20  
Brenda; Tuesday; Philosophy. All participants  
Vyju; Wednesday; Positive Discipline, Leadership, Peace Education. All participants

Thursday; Language/Practical Life Instruction

Toddler: Candice Slabaugh or Jamie Sellhorn? (Tara brought up a good point that Jamie does her own IA training and this may be a conflict of interest) Brenda can reach out to Candy and put her on "stand-by". IF we have enough toddler participants

EC: Heather Fry Bunche Brenda will reach out to her to see if she is interested. Brenda will let Mark/Kathy know if not so they can see if they have staff that would like to train

LE: Kurran Stunk Marquette. Deb will ask but wants to wait until after national conference

UE: Diana Crisler; Towles Brenda will reach out to her to see if she is interested.

Friday; Math Instruction + Sensorial in EC

Toddler; Candy or Jamie?

EC: Tiffany Fennig; Bunche

LE: Deb Cyrier (only as backup) Any suggestions? Mark/Kathy/Deb? If you have someone please email all and let everyone know you are working on this

UE: Diana Crisler; Towles; Brenda will reach out to her to see if she is available

Tuesday, Wednesday, Friday lunch on own—this needs to go in registration form

I had a thought however, if we do get a corporate sponsor to “speak” during lunch, we should probably provide lunch that day. So maybe Tuesday or Wednesday would be a better day to provide lunch? Just a thought. Then the speaker would have a captive audience.

Thursday (or whatever day we select) order Jimmy Johns or Pizza—can be done that day

We need snacks and water. Coffee and donuts the first day (or one day)?

T-shirts for every participant and trainer

Add t-shirt expense to registration fee: \$110.00 for individual days

\$375.00 for all 4 days

Vyju has agreed to get AMS professional development approved hours again. BUT she must have the names of all of the trainers solidified in order to do this

Let’s market this heavily. Maybe another “Save the Date” or “About Montessori Fundamentals F&Q” one of us could help Carolyn put this together. Especially if IPS is going to pull the plug on paying for professional development. Getting harder to get district approval.

Registration forms out before end of April. Register by July 8<sup>th</sup> or add a \$25.00 late fee  
Add to the registration form that there is a place for lunches to be stored.

Carolyn will work on the possibility of having a Montessori training site (CGMS, Montessori Teacher Academy at Edison Lakes, CMSTEP-although this is secondary, Xavier, others?) be a corporate sponsor. They could be in attendance during the Montessori Fundamentals Training (one or two days) to deliver information and deliver their message during lunch etc.

3. Pens for Indiana EAYC Conference. Carolyn is ordering. April 6-7. Carolyn will be at the UMSI table. Writing pad. Too expensive? Smaller one would be OK. Or just pens and little chocolates. Mark has our banner. Carolyn will look into a larger presentation easel. Professionalize our organization. Cost vs. worth? We will see how much it cost. Tri-fold with UMSI information. Advocacy information; licensing and validation overview and F&Q. Carolyn would like to borrow a few Montessori materials from Mark or Tara for the table.
4. Carolyn asked about AMS brochures for marketing. They are beautiful and high quality but they are very expensive. They give a general overview of Montessori. Maybe order some examples (one of each) for a springboard. They are really written as a marketing tool for schools. Not sure they would meet our need. Most people who have heard of or use UMSI's services are already "sold" on Montessori. The message should be what WE do.
5. Fall conference: pick a date---October 27, 2018 in Indianapolis. Either Forest Manor or hopefully Kathy's school. Kathy? Deb brought up that people really like the conference in a school. They want to see environments. Tours?

Possible Thursday tours. Tara and Mark will contact Indianapolis area schools to see if they would be willing to host Thursday tours. Extra charge (amount?) Will ask schools; available hours on that Thursday, number of people they could have tour, what environments will be open, etc.

Next meeting we need to be figuring out keynote. Be thinking while in Denver. Theme? We need to decide next Board meeting.

6. Send Carolyn our thoughts on the Board development candidates that she sent up via email/attachments. She was impressed with Ruth Stone. She is from Fort Wayne and works very closely with the Dekko foundation. She spent over an hour with Carolyn on the phone. She also told Carolyn she would help her with a Dekko Tool-Belt grant to pay for the Board development costs. She would do the training in Fort Wayne and we would not have to pay her travel expenses. Ruth was most expensive over \$5,000 plus expenses.

Christine and Dane had a very Montessori approach.

Please read over all proposals and submit thoughts to Carolyn by April 2. We also need to pick a date for this summer retreat. We need to make a decision at the next Board meeting.

### **Tiffany; T-shirts**

What sizes should be ordered for the 50 t-shirts

10 small (15)

15 medium (30)

15 large (30)

10 x-large (there is an extra fee)

\$9.56 per shirt

We can add more shirts at any time

Board voted on style and logo. We will selected the softer shirt

All were in agreement to double the order (see red font above) and pay the extra to get 10 x-large shirts. We are giving them to Montessori Fundamentals attendees and trainers. Then we can sell extras at conference and/or give them away as door prizes.

The slight increase in registration fees and possible late fees should cover the cost of the shirts. We are charging \$10 extra dollars and the shirts are \$9.56

**Licensing study guides:** The team (Brenda, Deb, Tiffany, Jamie) have a date on the calendar to meet after national conference. Will give updates at next Board meeting.

All other agenda items were tabled. Thoughts on Denver conference. We will meet up for dinner one night. Mark will arrange reservations for approximately 15 (most of us have other friends/teachers attending). Marilyn Horan wants to join us!

Deb—Marquette Primary is selling 3 classrooms full of materials. The materials are being “bundled” for auction. She would like the information put on the website as well as sent via email to Indiana schools. The information can go out on March 24, but not before. Deb will get the information to be posted and emailed to Carolyn. We have done this for other schools.

**Next Meeting:**

April 15, 2018 at 7:00

May 20, 2018 at 7:00

Meeting was adjourned at 8:10

Submitted:

Brenda Huth

UMSI Secretary

