UMSI Board Meeting Notes

September 17, 2017

**In attendance:** Mark Nardo, Vyju Kadambi,Tiffany Fennig, Brenda Huth, Kathy Lause, Tara Franke, Deb Cyrier

Tiffany had difficulty joining the meeting because her Fort Wayne Community Schools email seems to be bouncing back communications from Mark, Deb, and Brenda. From now on please use the address: TNFennig23@gmail.com

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

**Treasurer Report:**

Second account was opened on Sept. 7, 2017 for the Operations Manager grant funds. Kathy moved $25.00 from the UMSI account to open OM Account. She has since moved the $25.00 back.

Kathy will send Brenda the Treasurer’s Report—See below

UMSI Treasurer Report

September 2017

Board Meeting via ZOOM, September 17, 2017, at 7:00pm

Current Chase Checking Account Balance: $11,907.84

Current Chase 2nd Account Balance: $15,500.00

Current PayPal Account Balance: $ 0.00

Balance after pending credits/debits: $31,504.84

Recent Credits

● Check for grant

Pending Credits

● Outstanding Payments from Conference

○ R. Witmer, $87.00

○ School 56, $225.00

○ J. Ware, $85.00

■ Reminders sent

● IA Training Payments (IPS Schools)

○ $3700.00

Recent Debits

● Assistant Training Payments

○ $150.00

○ $472.49

Pending Debits

● None

Other Business

● Opened new checking account for grant money

**Operations Manager:**

Interviews for the Operations Manager position were held on Sunday, September 10. Four candidates were interviewed. The Board was asked to rank their top two candidates (indicating #1 and #2) by Wednesday, September 13 and send that information to Mark. Carolyn Case was ranked as top candidate. Mark will reach out to her this evening to offer her the position verbally. A written job offer will follow. If Carolyn does not accept the position, it will be offered to Mary Burzynski. The written offer will include the following:

* Start date: October 1, 2017
* Salary: $37,500 for the period October 1, 2017-December 31, 2018—pay will be issued by Kathy on a monthly basis at months end date
* Agreement to keep a weekly log of activities
* Agreement to be a contract employee and file a 1099
* Agreement to begin responsibilities with: observations of both private and public Montessori schools in the Indianapolis area.—Tara, Kathy, and Mark
* Agreement to read either: Montessori Maddness by Trevor Eissler or Together With Montessori by Cam Gordan or both
* Begin work on the Census-contact will be made with Brenda

Discussion of what we want the Census to include: HOS name, all contact information (including phone number, email address, physical address), size of school, levels served (including how many classrooms at each level), accredited?, validated?, public?, Private?, not for profit?, proprietary?, feeling upon discussions with the Head—what can UMSI do for you? How can we support you? How can you support UMSI? Easy contact? Difficult? Any other pertinent information shared

* Begin work on establishing social media accounts
* Begin work on updating the website-contact will be made with Deb
* A laptop will be provided. Budget for ensuing expenses (including travel) was discussed.

Vyju brought up revisiting our by-laws to write in a section on the Operations Manager paid position. The OM will be considered an ex officio Board member and will not have voting rights.

Kathy will take down the Indeed job posting. We are still getting applicants. It is not costing us anything.

Personal note from Brenda: Thank you to Tiffany and Vyju for helping so much with the grant writing! I am SO happy that we are moving forward with a “staff” person to help continue our forward momentum. I know it is extra work right now…but in the end…this is going to help move UMSI forward as a premier state organization! Way to go everyone! Exciting stuff…we should be celebrating! I don’t think we celebrate enough!!!

**Validation:**

Christine has redone all of the handbook and paperwork. Brenda has received that. Brenda has been remiss in getting a letter out to schools, but she was waiting on the OM position to be filled. The role of the Validation Project Manager will eventually become the responsibility of the OM, but right now it is too much. So Brenda will need to continue in that role. The next goal is to get the application posted on the website (right now it says “pilot”) and for Brenda to get out information to our schools. Once the Census is updated…it will make this easier as well. Brenda has the letter to go to schools, the overview of the validation project, and a letter for already accredited schools. Brenda would like help from the OM in developing a beautiful certificate.

**Licensing:**

The three Indianapolis public schools are considering validation. This would probably result in letters being drafted as to why they cannot obtain UMSI validation. This is awesome! The point of validation is for schools to be able to communicate the baseline Montessori standards that are vital to an authentic Montessori education (which were all agreed upon by the Indiana Montessori community via survey). From the IDOE: On hold until the end of October. Mark and Deb have been in contact with Scott Syberson (sp?) Once the terms of the specialization license are agreed upon; Deb thinks the letter will come from the IDOE announcing the option and that UMSI can disperse the letter via our email contact list.

Deb has been doing a lot of traveling to Indianapolis to meet with IDOE representatives. She asked about reimbursement for mileage. The Board is in agreement that absolutely mileage reimbursement is fair. Brenda will work on a reimbursement form specifically for mileage.

**Special Education Seminar: Christine**

We missed the October date we originally selected…Christine is booked. Her only available date in the fall is October 28. We were all in agreement that this is too soon and in order to get information out to our schools, we need more time.

Therefore, January 20th is the agreed upon date (January 27th will be the “snow date”). Mark will contact Christine tomorrow to book it.

Christine has fliers and announcements we can use. Mark agreed to host at his school (George Washington Carver Montessori School). He can seat up to 250.

We will need to decide details later—lunch, snacks, water, etc.

Let’s get the date booked.

January 21 will be Board “retreat” strategic face to face planning session. Vyju, Tiffany, Deb, Brenda will need hotel or host home accommodations for the evening of the 20th. Planning a half-day session. Set strategic goals, action items, budget, and timeline. AND time for celebration and face to face time with the new OM.

**Next Meetings:**

October 15 at 7:00-Our new OM will be in attendance!

November 19 at 7:00

We did not select a December meeting? Third Sunday is December 17 at 7:00. I tentatively booked this.

Meeting adjourned at 8:00