

# Bloomington Montessori School

## Board of Directors Meeting Minutes

November 11, 2024, 6:00 pm, Zoom

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### Board Members Present

- Janelle Terkhorn
- Allison O'Boyle
- Christine Lovelace
- Joanna Woronkowicz
- Tracey Warren
- Hilary Kanyi
- Ge Yan (until 6:25pm)
- Anne Sterling
- ~~Chad Lochmiller~~
- ~~Russ Clark~~

### Staff Members Present

- Quinn McAvoy
- Jess Davis
- ~~Gyndi Williams~~

## Preliminaries

Janelle Terkhorn – President – **6:06 pm**

### Welcome

### Approval of Minutes from the March Board Meeting

- Allison motioned to approve the minutes and Ge seconded the motion. Motion to approve the minutes passed unanimously.

### Call for issues not on the agenda

- Allison drafted the Board nominating announcement and it is in the shared folder for review.

## Finance Committee

Joanna Woronkowicz, Treasurer

### Committee Business

- The Finance Committee will discuss a new set of FAQs to post on the BMS website at its next meeting. Joanna is working on a draft to circulate to the Finance Committee.
- Next meeting: December 9, 2024 from 6-7pm

### Financial Review

- The school's financial position is relatively similar to this time last year, with around \$1.978 million in cash and investments. Current assets are up approximately 1.29% over last year, and total liabilities are down by 4.01% compared to last year. Equity is up by 3.23%.
- As of October 31, the current investment balance is \$671,209. October was a tough month for all investments, and we lost \$7889. However, we saw an uptick at the start of

November, making up \$6380.22. Since July 1, the school's investment funds have generated \$25,514 in returns (net of fees), gains of 3.9%.

## Current Projects

- The Finance Committee met on October 7 and discussed a system for monitoring investment performance, which involves checking in on the investments accounts monthly and discussing them at each Finance Committee meeting. [1C]
- The Finance Committee met on October 7 and discussed creating an FAQ page for the website. Joanna will begin drafting and circulate to the committee by December 2 to review and discuss for the next Finance Committee meeting. [2A]
- The Finance Committee met on October 7 and discussed a plan for reorganizing the Google Drive. Christine is taking the lead and will loop in Joanna when appropriate. [4C]
- Once the 990 is filed (December), the 990 will be posted on the new BMS website. [2B]
- Guidestar is automatically updated by the IRS. Quinn will update Guidestar with the auditor's financial report as soon as it's available. [2B]
- The Finance Committee will address Scholarships in the 2025-2026 academic year. [3]

## Executive Committee

Janelle Terkhorn, President

### Committee Business

- Met on Nov 7th, 11am
- Next meeting: January 9, 2024, 11 am

### Current Issues

- First reading, School Policy to Limit Vehicle Idling
  - The Health Department requires that schools have this and two other policies (animals in the classroom and chemical exposure).

- o The state provides a template for this policy.
- o The school will put up “no idling” signs in the parking lot.
- o There were no questions about the policy.
- Adding additional policies required by the Health Department, including policies on animals in the classrooms as well as a chemical hygiene policy. These policies should be available for first readings at the December board meeting.
- Articles of Incorporation have been reviewed by lawyers and recommendations have been made to address questions.
  - o Attempts are being made to contact the original incorporators and/or find any living members who may be able to offer more information or contacts.
  - o If we can’t find any contact information or leads on former membership, it has been recommended that we make a public notice announcement in the local newspaper to show due diligence.
  - o Once public notice has been made, we should be cleared to proceed with the needed changes.
- Work on legacy and guidance documents will continue through November and December. These documents will include workflows for Executive issues and guidance documents for the President’s role.
- Christine’s work on revamping the drive organization will continue over the winter.
- The President met with parents who requested board member attendance with HOS and Lead teacher regarding a classroom issue. The issue seems mostly resolved and returned to the teacher and administrative hands. No further action by the Executive is needed as of this report.

## Operations

- Please see Quinn’s operations report.

## Current Projects

- Adding and updating policies in compliance with ISDH requirements and recommendations. [Strategic Project 2A]

- Guidance documents and workflow charts for EC and the President role are being generated for review by EC. [Strategic Project 3B,3C]

## Development Committee

Allison O'Boyle, Committee Chair

### Committee Business

- Annual Campaign update and Board member giving
- Next committee meeting: November 25, 2024, 9 am, on Zoom

### Current Projects

- 5K Trail Run/Family Fun Run was a successful event with over 150 registrants. Net proceeds totaled \$3,114 after factoring out setup expenses and staff hours. BMS will retain \$3,015 of this total, with \$935 donated to Mother Hubbard's Cupboard. Expenses will be less next year because signs can be reused and there will be fewer setup fees. Sponsorships for this event totaled \$2250, not including in-kind food donations from Gable's Bagels and Sam's Club.
- Annual campaign planning underway; letter and imagery developed. Asks underway for Giving Tuesday sponsors; four are committed at this time.
- Sponsorship packet reviewed by the committee. Feedback will be incorporated by the November meeting. [2A; 2C]
- Legacy packet to be reviewed at a future meeting [1A; 1C]
- Development policy review slated for spring semester [3C]
- Coffee/popcorn events ongoing. Popcorn is a greater success than coffee and current plans are to transition to all popcorn afternoon events for promotion of scrip and merchandise.
  - o The next one will be on November 22nd.

- o Popcorn is more successful than coffee, so the Development Committee has decided to proceed with this as a popcorn event.
- o Tracey will provide the “toppings” powder.
- Vision statement editing has been returned to Development Committee for a more formal proposal of how and when to edit. Based on Board feedback, the preference is to make edits as part of the strategic planning process. [2A]

Fundraising Update (caveat: numbers are reported as soon as net is available or updated monthly; may not match fundraising accounting)

- Annual Campaign: \$3,150 received for 2024-2025 Annual Campaign since August
- \$335 received in FACTS for past campaigns since August
- Believe Kids: \$5,200 net proceeds
- Merchandise: \$3,012.50
- 5K Trail Run/Family Fun Run: \$3,015 net proceeds.
- RaiseRight Scrip: \$547.17 proceeds from August 1 to October 30, with 11 families participating.
- Kroger Rewards: \$387.41 from July 1-September 30, 2024 (check received in spring)
- Scholastic Books: Fall catalog order went out in October 16 families participating; book fair in January
- Art to Remember: not received to date this year (March project)

## Governance Committee

Allison O'Boyle, Vice President

### Governance Committee Business

- Report of results from self-assessment: survey results indicate a need for legal expertise and liability management, advocacy, and interest in development and fundraising. The Board also needs to work on succession planning for all executive positions and

recruitment of external members. Finally, available time for board needs emerged as a critical point for consideration of all candidates. The board will need to recruit at least 3 members this year, and may recruit up to 5 members.

- o Closed session discussion of succession planning needs
- Board member advertisement and distribution plan
  - o The advertisement will go out to current families and alumni
  - o External recruitment is also planned.
  - o Word of mouth and the BMS newsletter have been two of the main ways of recruiting Board members.
  - o People may not know that the school struggles to attract Board members.
  - o It was suggested that there be a link on the website.
    - Jess can create a blog post about Board recruitment that will populate on the page she tags.
  - o It was suggested that we put Board member testimonials in the newsletter.
- Next meeting: November 13, 2024, 11 am

## Current Projects

- Research proceeding on best practice recommendations for board member requirements in bylaws. [2B]
- Research proceeding on best practice recommendations and models for board member evaluation, conflict resolution, and conditions of leaving the Board. [2B]

## Nominating Committee Business

- Committee members are parents Eric Walsh-Buhi and Sierra Lee, staff member McKenzie Holmgren, and board members Hilary Kanyi, Anne Sterling, and Allison O'Boyle.
- The committee is convening at 9 am, Monday, November 11. The board member advertisement will be released and the application opened on Friday, November 15.

# Parent Action Committee

Tracey Warren, PAC Co-Chair and Board Member-at-Large

## Past Events/Current Projects

- Fowler Pumpkin Patch Fall Festival Debrief
- 2025 Spring Semester Planning
- Other PAC Orgs Overview
  
- Fowler Pumpkin Patch Fall Festival & Fun Run: Saturday, October 26 @ 9:00 AM to Noon PM
  - Fun Run had 100+ registrants; successful turn-out
  - Post fun run, Fall Fest occurred. Despite winning the IU football home game, solid attendance and good, crisp weather. Several alumni attended as well.
  - Most all age ranges attended: K through 4-6th grade sections
  - Lots of photos for PAC page
  - 6th grade "Pie in the Face" fundraiser raised approx. \$3,000.00 to assist with Chicago Architecture Field Trip
  
- 2025 Spring Semester Planning
  - School Service Project Ideas are being discussed

## Updates Opportunities and Needs

- Outreach to other Montessori PAC organizations ... re. their PAC
  - City Garden Montessori, St. Louis, MO
  - LaCasa Montessori School, Oak Park, IL
  - Many Rivers Montessori, Duluth, MN
  
- PAC Policy Draft Updating
  - BMS Board draft to review ... TBD
  
- Suggestions for new PAC name
  - How to or if to move on this: 1) BMS Board Internal Decision 2) School Survey with name suggestion or 3) Other
    - Thoughts thus far: Family Engagement Committee, Parent Participation Network, Parental Involvement Team, Parent Involvement Group \*, Parent Involvement Committee, Parent Engagement Council, Parent Involvement Association, Family Support Group

# Operations

Quinn McAvoy, Jess Davis, and Cyndi Williams

## Enrollment Update

- Enrollment tours continue.
- We have a waitlist for the all-day middle group, lower elementary, and upper elementary programs.

<b>Group</b>	<b>Actual October Enrollment 2024-2025</b>	<b>Classroom Capacity 2024-2025</b>	<b>Budgeted Spots 2024-2025</b>
<b>Half/Full Day</b>	37	54	49
<b>Half-Day Lunch Program</b>	18	24	19
<b>All Day</b>	56	60	60
<b>Lower EL</b>	66	66	64
<b>Upper EL</b>	39	39	39

## Staff

- Annual goal-setting - surveys were completed in October, and one-on-one meetings are scheduled for 11/11 & 11/18.
- Hickory teacher assistants Molly and Sophia switched shifts (Molly moved to part-time, and Sophia moved to full-time).

## Curriculum

- Our annual focus area is the development of executive function skills. On November 5th, we completed two units as a staff on executive function through the IRIS Center at the Peabody Institute (Vanderbilt). We had peer-led discussions at the classroom, age group, and whole-school levels. We identified some areas of focus for this year:
  - Early childhood: Sense of order and Concentration
  - Lower Elementary: Organization (built on a sense of order) and task initiation/completion (built on concentration)
  - Upper Elementary: Time management (built on task initiation and completion) and Personal Systems Development (built on organization)

In May, we will spend half a day diving deeper with peer-led presentations as a whole school and at each level, focusing on classroom application of EF science.

- DIBELS baseline scores completed in beta test. We are still learning to standardize administration so that we won't use these scores for anything but internal notes. They will be interesting to compare to a second year of scores as we work the kinks out of administration systems.
- Beta testing UFLI (University of Florida open-source Science of Reading-aligned curriculum and materials) as resources for K-3rd and upper elementary-level intervention.
- Jess is teaching Universe Book lessons to first graders.
- New standardized testing materials have arrived.

## Advocacy

- Jess continues her work as President of the United Montessori Schools of Indiana.
- Jess is continuing her work as Secretary of the Board for the Montessori Public Policy Initiative (Washington DC)

## Student Services

- Ongoing ISP and accommodation plan review meetings with families/teams.
- We have several children going through the referral process with MCCSC.
- We have an agreement with Sky Adams for teacher consult and tier 3 direct services (therapist); information going out to parents
  - The school is using Title Funds from MCCSC to pay for these services
  - His services will be integrated into the current tiered services structure
    - For tier one, he will provide teacher consultation and a parent forum.
    - For tier two, he will observe a specific situation and give feedback and suggestions to the teachers.
    - For tier three, he will provide one-on-one services with parents' permission. This will happen only

## Professional Development

- Jess continues a master's degree in Teaching, Learning, and Curriculum
- Jess is continuing the AMS Emerging Leader Fellowship.
- Jess has been chosen as a spotlight speaker for "The Montessori Event," the national American Montessori conference in March.
- Jess has completed standard developmental screening training for the ASQ administration and will take a separate course on ASQ in Montessori settings in December.
- Sam Cusack is in his final year of Montessori teacher certification training.
- Cyndi attended IDOE Verification sessions.
- Four staff members will attend the AMS Conference in Denver in March. Hotels and registration are in progress.

## ABAR

- Survey questions have been written and tested
- Consent form completed
- Working to hire grad students to be interviewers; Jen Silva will train
- Interviews in January
- Data analysis after spring break

## Administrative

- Parent Luke Frydenger is working with Jess to complete the BMS promo video
- NSLP: September Claim filed.
- The new website is complete! We've noted a couple of links that aren't working, and Go Montessori is addressing them. We did not have enough photos of the correct orientation/quality, so we are taking more photos and will replace images on the website as we have better options.
  - Check out the blog! The site is designed to use the blog (which automatically posts tagged items to different pages) to keep content fresh without constant website updates.
- The annual campaign is in process.
  - [2024 Annual Campaign Letter](#), social media ads and flyers have been created.
  - Giving Tuesday planning and sponsor outreach is starting. If you or someone you know is interested, please help us connect with sponsors for Giving Tuesday matches!
  - A manual for the annual campaign work (Development and Administration) was created.

## Community Partnerships

- Reflect Taekwondo Studio (Eve Cusack) is offering an after-school club.
- Potential ASL after-school group in the spring
- Parent volunteer Amanda Hinz is leading a five-week Sports Club at the YMCA for second through sixth-grade students with the help of seven other BMS parent volunteers.
- BMS Fall Fun Run, 5K Trail Run, and Family Fun Run were a success. We raised over \$7200 and had 155 participants. MHC is receiving a check for just under \$1000, which is 30% of profits after expenses and staff hours are removed. This year had several "investments" (such as yard signs) that will not need to be purchased each year, so we should have a bigger profit margin next year. For this reason, we offered the partnership to MHC for next year and then plan to start an application process. We sent out a feedback survey but only got three responses. Two were positive; one felt he had been led astray by volunteers out on the course and was upset. We offered him free registration for next year, and he's ok now. There is not enough feedback to be helpful about the course. Still, two good ideas: a coffee fundraiser (Jess has asked whether 6th would like to raise money for Chicago with this, in addition to the pies), and one

person commented that even though it was advertised as a trail run they were surprised it had hills so that we can include this in language for next year. We already have a weekend reserved with Fowler (October 25th, mark your calendars!) and an agreement with a different timing company. We have created a manual of what went well and what should be done differently for next year so that it continues to run more smoothly each time.

## Facilities

### Completed

- The kitchen baseboard trim was replaced.
- Forest HVAC repaired.
- Wifi routers were updated in both buildings.
- Magnolia sandbox filled.

### Pending

- VOTE NEEDED: Replacement of toilets in Magnolia: Three bids have been acquired: HFI, Commercial Services, and Mann Plumbing. A vote is needed to move forward with Commercial Services at \$3,500. The drywall repair and painting will cost an additional \$600. The total project is estimated at \$4,100. The repair is to be scheduled during winter break.
  - This would come from the budgeted indoor repairs fund but this fund has already been used to pay for HVAC projects.
  - This will come out of the money market account.
  - Hilary made a motion to approve the magnolia toilet repair at the cost of \$4,100, Anne seconded and the Board approved the motion unanimously.
- HFI contractors are building two Heat Recovery Ventilators to address the main building and annex air quality issues. Each unit will have a control system, duct heater, and sensors to consistently provide airflow during extreme cold and hot/humid weather. Contractors will work in the building the week of 11/11 to put together estimated costs for review. The estimated time of installation is to start over winter break.

## Communications

- Bi-weekly newsletters, Facebook posts, flyers
- Luke Frydenger is helping with social media (his area of expertise), and I am building a strategy document based on his recommendations (he recommends we move away from school account posting goals and use funds to target search results).

## Finances as of 10/31/2024

- Main checking: \$103,327.33
- Money market: \$219,089.05
- Café Account \$6,930.78

- Fundraising Accounts: \$50,100.62

#### Investment Accounts:

- Fundraising: \$65,792
- Cash Management: \$101,481
- Long Term Fund: \$503,443

- Tuition Delinquency - 2023-2024 - \$3,505 (one family; they have asked for consideration for the time being before we send their account to collections), 2024-2025 - \$5,418.75 (four families).

- IUCU Loan balance - \$ 483,030.14

## Strategic Plan Accountability

### Project Updates

#### Operations-Curricular

Executive Function focus is in progress through professional learning groups (teacher and admin-led) and Sky Adams; I am also seeking a neuroscientist for a forum.

#### Operations-Organizational

■ Project: Increase Student Diversity-THREE-YEAR ABAR STRATEGIC PLAN IN PROGRESS-SEE DOCUMENT; blog posts updating families on the project will begin once the blog is up on the website.

- Project: Investigate and Implement Extracurriculars for Elementary Students-Taekwondo (STATUS-ONGOING, BUT GOALS HAVE BEEN MET)
- Project: Consistent Social Media presence-great parent resource helping with vision-level guidance, SEO/analytics, and content! (In progress)
- Project: Website Review and Revisions-IN PROGRESS
- Project: Higher Receptive and Expressive Communication Engagement with Families-
- Project: Parent Event and Task Engagement Improvement-
- Project: Foster Community-
- Project: IU Teacher Education Program Exploration-ON HOLD DUE TO LOW SCHOOL OF ED ENROLLMENT; WILL STAY IN CONTACT WITH IU

#### Value-Alignment

- Project: Evaluate Solar Possibilities-COMPLETED, though may have a phase 2
- Project: Hire Interventionist-CONTINUING SEARCH
- Project: Hire Counselor/Therapist - COMPLETED, Partnership with Counselor Sky Adams
- Project: DEI Survey-SEE ABAR STRATEGIC PLAN
- Project: Equity Audit-SEE ABAR STRATEGIC PLAN

## Closing

Janelle Terkhorn – President

- Janelle thanked everyone for attending.
- Meeting Adjourned: **7:11pm**

Respectfully submitted by Christine Lovelace, Secretary