

Bloomington Montessori School

Board of Directors Meeting Minutes

February 11, 2025, 6:00 pm, Zoom

Board Members Present

- Janelle Terkhorn
- Allison O'Boyle
- Christine Lovelace
- Joanna Woronkowicz
- Tracey Warren
- Hilary Kanyi
- Ge Yan
- ~~Anne Sterling~~
- Chad Lochmiller
- ~~Russ Clark~~

Staff Members Present

- Quinn McAvoy
- Jess Davis
- Cyndi Williams

Preliminaries

Janelle Terkhorn – President – **6:05 pm**

Welcome

Approval of Minutes from the January 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

- Tracey was asked by a parent about Black History Month. Janelle put this topic in the Operations section.

Finance Committee

Joanna Woronkowicz, Treasurer

Committee Business

- Next meeting: April 7, 2025 from 6-7pm

Financial Review

- The school's financial position is relatively similar to this time last year, with around \$1.587 million in cash and investments. Current assets are up approximately 2.20% over last year, and total liabilities are down by 7.26% compared to last year. Equity is up by 4.94%.
- As of January 31, 2025, the current investment balance is \$680,546. We largely regained the loss from December 2024. Since June 28, the school's investment funds have generated \$31,568 in returns (net of fees), gains of 4.9%.

Current Projects

- The Finance Committee continues to monitor investment performance, which involves checking in on the investment accounts monthly and discussing them at each Finance Committee meeting. [1C]
- Christine is taking the lead on reorganizing the Google drive and will loop in Joanna when appropriate. [4C]
- The Finance Committee will address Scholarships in the 2025-2026 academic year. [3]

Executive Committee

Janelle Terkhorn, President

Committee Business

- Met on January 9th, 11am
- Next meeting: March 6, 2025, 11 am

Current Issues

- Second Reading, Live Animals in the Classroom
 - o There were no new questions or comments.
 - o Hilary motioned to approve the policy as written and Joanna seconded the motion. The motion was unanimously approved.
- Health Department policy requirement updates have happened and draft work continues on the Chemical Hygiene policy.
- Articles of Incorporation public notice will go out in the local newspaper and on the website once we get approval from our lawyer.
- A general review of current practice/procedure documents for budget readings will occur to ensure that there is a process that is supported throughout future role changes. The Finance committee, as well as the Executive committee, will also work on a process to ensure board due diligence in oversight and understanding of the budgeting and salary process.

- EC will be reviewing the Employee handbook regarding continuing education support. Some wording needs to be updated to be more inclusive of the different types of educational support that we offer staff as well as to match wording with our current contracts.

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]

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

- Trivia Night - PLACE UPDATE
 - o The Noodle (in the back) on Third
 - o The Orbit Room
 - o Verona Coffee
- Art to Remember - Art mailed to ATR on February 14, 2025; fundraiser open to families March 3-14, 2025.
- Next committee meeting: February 24, 2025, 9 am, on Zoom

Current Projects

- The annual campaign is underway, with the Giving Tuesday kickoff on December 2, 2024. To date, 68 donations have been received, for a total of \$29,339.00.
- The Scholastic Book Fair was held in the commons from 1/13-1/17, 2025. Total sales reached \$4,003.31, a slight decrease from last year's total sales of \$4,414.69. We exceeded the sales minimum for cash proceeds (\$3500) and will receive a check for \$1002.36.
- Kroger Rewards were updated; between October and December 2024, the school earned \$374.54 from 96 households.
- The RaiseRight program continues with online and in-app sales. From February 12th to 26th, 2025, a third window for ordering physical gift cards will occur.
- Sponsorship packet reviewed by the committee. The Testimonials page remains to be edited. [2A; 2C]
- Legacy packet to be reviewed in February [1A; 1C]
- Development policy review is underway for the spring semester. The policy was last updated in the 2019-2020 school year. New edits will focus on preparation for soliciting larger gifts and ensuring best practice and consistency in school policies. The committee also will start work on a Development manual to document practices and an annual schedule of work.
- Popcorn events are ongoing. The spring semester dates are February 28, March 28, April 25, and May 16.

- Vision statement editing has been returned to the 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]
- The Art to Remember fundraiser will run from March 3rd to 14th.
- Planning is underway for an upcoming Parent trivia night.
- A parent has volunteered as Box Tops coordinator, reviving a dormant, passive fundraising program. Allison will connect with McKenzie and the parent to log in to BoxTops.

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

- Annual Campaign: \$29,339.00 received in FACTS for the 2024-2025 Annual Campaign from August to February 4, 2025. The number reported here reflects transactions recorded through FACTS Giving and may vary from financial reports based on deposit and data entry schedules.
- \$635 received in FACTS on older campaigns or not attached to a campaign, since August.
- Believe Kids: \$5,200 net proceeds
- Merchandise: \$3,472.50
- 5K Trail Run/Family Fun Run: \$3,015 net proceeds.
- RaiseRight Scrip: \$996.73 proceeds from August 1 to January 31, with 19 families participating.
- Kroger Rewards: \$761.95 to date between July 2024 and December 31, 2024
- Scholastic Books: \$1,022.36 to be mailed
- Art to Remember: not received to date this year (March project)

Governance Committee

Allison O'Boyle, Vice President

Governance Committee Business

- Bylaws edits are under review; the Governance Committee plans to present edits for Board feedback in April if a first reading is not possible at that date. Presentation for formal readings must follow the alteration of the articles of incorporation.
- The annual Board self-evaluation process starts with the February meeting. Please complete the survey sent to you by Friday, February 28. [1B, 1C, 1D]
- Next meeting: March 12, 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

- The Nominating Committee received 12 applications for the Board. Interviews are set up with 10 applicants.
- Interviews will take place on Zoom during the month of February, along with background checks for each applicant and a request for feedback from staff members.
- The Nominating Committee will meet on Monday, March 3 at 9 am to choose 6 applicants to recommend for the slate. The slate will be presented at the March Board meeting.
- The committee has created several documents to support consistency in next year's Nominating process, including Google forms for scheduling, a detailed interview guide, a feedback template, and a needs/fit matrix for comparing applicants. Two of this year's committee members (Anne, McKenzie) are willing to remain on the committee next year to support consistency as well.
- Closed session: Leadership succession planning

Parent Action Committee

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

Committee Business

- PAC General Meeting: February 21, 2025 @9:00 AM, BMS upstairs conference room
- Development Committee meeting for future PAC collaboration

Current Projects

- February/March Service Project ideas
- PAC calendar remaining events
- Parent Involvement opportunities
- Fall Post Mortem Events Discussion

Operations

Quinn McAvoy and Jess Davis

Enrollment Update

- Enrollment tours continue.
- 2025-2026 Re-enrollment Packets were sent out on February 3rd and are due February 14th.
- Summer camp registration is open to BMS students from February 3rd through 28th. Starting March 3rd, our Elementary camps will be open to non-BMS students.
- New student enrollment calls and classroom visits have started in early childhood.
- New student enrollment calls have gone out for lower elementary.

Group	Actual January Enrollment 2024-2025	Classroom Capacity 2024-2025	Budgeted Spots 2024-2025
Half/Full Day	37	54	49
Half-Day Lunch Program	19	24	19
All Day	56	60	60
Lower EL	66	66	64

Upper EL	38	39	39
----------	----	----	----

Staff

- New sub hired, new sub training and orientation complete

Advocacy

- Jess continues her work as President of the United Montessori Schools of Indiana.
- Quinn joined the board of the United Montessori Schools of Indiana.

Student Services

- Ongoing ISP and accommodation plan review meetings with families/teams.

Professional Development

- Jess continues a master's degree in Teaching, Learning, and Curriculum
- Jess is continuing the AMS Emerging Leader Fellowship; finishes in March at TME (national conference)
- Sam Cusack is in his final year of Montessori teacher certification training.
- Nick started a master's degree in Teaching, Learning, and Curriculum.
- Robyn is completing an Advanced Certificate Course called Executive Functioning Skills for Children and Adolescents through PESI.
- Staff CPR and First Aid training is scheduled for Feb. 20th, and a co-op grant will pay for 2/3 of the staff to receive training on campus (2:3 sessions for the day covered by the grant, with the third session provided at a discounted rate because we needed more people trained than the grant could cover).
- Jess will be doing a presentation on executive function for staff and parents this spring. Teachers will add portions of how they have been applying their EF learning this year to classrooms for parents.

ABAR

- Interviewers (students) have been hired, and training for the DEI interviews is scheduled.
- We have had six parents volunteer to be interviewed so far.

Administrative

- First reading of the Student Attendance Policy
 - BMS's existing policy is in alignment with state laws that govern private schools.
 - In March 2024, the state laws were strengthened for public schools.
 - The laws are housed in the DOE and CPS

- Quinn and Jess reviewed BMS's policy, compared it to other similar private schools, and updated the policy to provide clarity around steps and consequences.
- The Executive Committee reviewed and edited the updated policy.
- Quinn will notify BMS families of the updated policy and start enforcing it next year.
- There are 40 students that would receive a letter about absenteeism if BMS were to start enforcing the policy this school year.
- Allison suggested changing the first sentence of the last paragraph to "If your child's absenteeism significantly impacts their ability to thrive academically..." so that it stresses that the school may start this process at any time if it is believed that absences are impacting student success.
- Parents can request their child's absentee count and it is listed on the progress report.
- Tracey asked what happens if there is administrative error in reporting absences.
 - Unexcused absences can be changed to excused with documentation.
 - It is unlikely that a student would be falsely marked absent since each child has to be verified at lunch time.
- Development
 - Legacy Donor brochure/menu created for graduating families
 - Thank you cards to annual fund donors over \$100 received by mail
 - Online donors from board members still need to be completed; our goal is usually to mail them within 2 weeks.
- Teachers' license renewals of staff
- Enrollment calls are in full swing. There is a waitlist in upper elementary and all-day classrooms, but the first wave of offers has been completed. As of now, there are open seats in EC and LE classrooms.
- NSLP: December claim filed
- Recertified Benevity Causes (Charitable Contribution Portal)
- Finalized 2025-2026 budget
- Annual Campaign
 - \$13,620 was raised for Giving Tuesday!
 - The current total is \$29,339!
 - One board member's pledge is still missing
 - 2 sponsorships have unpaid contracts

Community Partnerships

- IU representatives from the school of education visited our campus to continue discussing a possible training program. We are waiting to hear the next steps.
- Alumni Simon Yeley and Aden Davis are running the Lower Elementary Chess Club in January, and the Upper Elementary Chess Club in February-second session has begun
- After school art camp scheduled for Mid-march through May (Jess)
- Taekwondo is continuing
- 6th-grade transition

- ALPS packets prepared for graduating 6th graders who applied (by teachers, families)
- Outreach to middle schools for visits for 6th graders in progress

Facilities

Completed

- Pest control mitigation in the main building.

Pending

- HRV installation is scheduled to start on February 17th.
- Applied for a grant to cover these cost.

Communications

- Bi-weekly newsletters, Facebook posts, flyers
- Parent Informational Meetings for kindergarten, first, and fourth grade were held in January.
- Parent Forum scheduled on Executive Function March 5th (presented by Jess and Teachers)
- Parent Forum on Attachment Styles by Sky Adams April 16th
- Scheduling with Dr. Lisa Thomassen: Fall parent forum on the impact of screen time on kids
- Montessori Moment blog on the BMS website
 - 8 posts; 4 have been read by 1-2 people each

Finances as of 1/31/2025

- Main checking: \$ 165,292.19
- Money market: \$ 220,727.70
- Café Account \$ 7,569.09
- Fundraising Accounts: \$ 63,948.75

Investment Accounts:

- Fundraising: \$ 66,169.71
- Cash Management: \$ 102,067.37
- Long-Term Fund: \$ \$512,309.02

- 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 - \$6,262.80 for three families, one family is on a payment plan.
- IUCU Loan balance - \$466,961.91

Strategic Plan Accountability

Project Updates

Operations-Curricular

Executive Function focus→completed

Operations-Organizational

■ Project: Increase Student Diversity-THREE-YEAR ABAR STRATEGIC PLAN IN PROGRESS-SEE DOCUMENT;

○ 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-COMplete

○ Project: Higher Receptive and Expressive Communication Engagement with Families-

● Changes have included:

○ Exit survey implemented

○ adding a table of contents to the top of newsletters

○ shortening them when possible with a link to the blog for more info for those who are interested

○ Engaging families and students in creating content

■ Walnut is creating a newsletter about their winter service project that will be shared

■ Families have been invited to share cultural experiences through writing an article for the newsletter, and our first is about to be submitted.

● We will also be trying:

○ smaller embedded images to make newsletters feel shorter so that people are more likely to look at the whole thing

● Results so far:

○ Newsletter engagement has had a 50% increase during this strategic plan.

■ Newsletters continue to have an open rate between 70-85% (previously in the 50's).

■ Click rates fluctuate between 5-15%.

○ Stand-alone emails have a 50-60% engagement rate.

● This is pretty good engagement!

○ Project: Parent Event and Task Engagement Improvement-

● Sign-up genius has been implemented for volunteers and this seems to be working (vs. just email announcements and responding)

● People sign up well at the beginning of the year, so we will add more things earlier to see if we have better sign up

● Next experiment

○ Online form with Parent Volunteer preference information that is required during the enrollment process each year

○ Project: Foster Community-5K was a great success for this. This will never be “done”, but goals have been met.

- Project: IU Teacher Education Program Exploration-BEGINNING AGAIN WITH NEW IU FACULTY

Value-Alignment

- Project: Evaluate Solar Possibilities-COMPLETED, though may have a phase 2
- Project: Hire Interventionist-CONTINUING SEARCH-ON HOLD (Financial reasons, and we have a full time special education para and one-day special education teacher from MCCSC right now)
- Project: Hire Counselor/Therapist - COMPLETED, Partnership with Counselor Sky Adams
- Project: DEI Survey-SEE ABAR STRATEGIC PLAN
- Project: Equity Audit-SEE ABAR STRATEGIC PLAN

Black History Month

- Tracey was approached by someone after an incident that happened in Sweetgum, wondering if the school does anything for Black History Month.
- We start on Martin Luther King Jr Day and go through February for the 40 days of Peace.
 - Purposefully stretch it beyond a month and beyond history. We talk about social justice every month, all year round.
- Students are reading stories, learn about modern and contemporary Black leaders.
- Close out with the Peace Assembly.
- Tracey suggested having a calendar that marks the different cultural

Closing

Janelle Terkhorn – President

- Janelle thanked everyone for attending.
- Meeting Adjourned: **6:59pm**

The board moved to closed-session.

Respectfully submitted by Christine Lovelace, Secretary