

Bloomington Montessori School

Board of Directors Meeting Minutes

March 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 – **6:04 pm**

Welcome

Approval of Minutes from the January Board Meeting

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

Call for issues not on the agenda

- Janelle did not make this call.

Finance Committee

Joanna Woronkiewicz, 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 \$1.491 million in cash and investments. Current assets are up approximately 2.40% over last year, and total liabilities are down by 9.63% compared to last year. Equity is up by 5.68%.
- As of February 28, 2025, the current investment balance is \$683,891.70. Since June 28, the school's investment funds have generated \$34,913.70 in returns (net of fees), gains of 5.4%.
 - o Since then, the market has dipped.

- Maintenance, Office Expenses, and Building Expenses are slightly over budgeted due to Photocopying, Snow Removal, and Water Expenses.
 - o Removed a copier, moved a copier and signed a new copier agreement

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: TBD, 11 am - had to be rescheduled

Current Issues

- Health Department policy requirement updates have happened and draft work continues on the Chemical Hygiene policy.
- Articles of Incorporation public notice went out in the local newspaper on February 21st. Articles of Incorporation will be simplified at the start of April after the notice period expires on March 31st.
- A general review of current practice/procedure documents for budget readings will occur to ensure that a process is supported throughout future role changes. The Finance and Executive committees will also work on a process to ensure board due diligence in oversight and understanding of the budgeting and salary processes.

- EC will review 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 and to match wording with our current contracts.
- Janelle sent out the Head of School and Assistant Head of School peer review survey.

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

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- Next meeting: TBD, 11 am

Current Issues

- Health Department policy requirement updates have happened and draft work continues on the Chemical Hygiene policy.
- Articles of Incorporation public notice went out in the local newspaper on February 21st. Articles of Incorporation will be simplified at the start of April after the notice period expires on March 31st.

- A general review of current practice/procedure documents for budget readings will occur to ensure that a process is supported throughout future role changes. The Finance and Executive committees will also work on a process to ensure board due diligence in oversight and understanding of the budgeting and salary processes.
- EC will review 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 and to match wording with our current contracts.
- Parent trivia night is set for April 25th. It will be held at Hoosier Hanks on the east side.

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]

Governance Committee

Allison O'Boyle, Vice President

Governance Committee Business

- The bylaws edits are under review; if a first reading is not possible on that date, the Governance Committee plans to present edits for Board feedback in April. Presentations for formal readings must follow the alteration of the articles of incorporation.
- The annual Board self-evaluation process starts with the March meeting. Please complete the survey sent to you by March 31 [1B, 1C, 1D]
- Next meeting: March 13, 2025, 11 am (changed due to schedule conflicts)

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]
- Succession planning is underway for the vice president Board position.

Nominating Committee Business

- The Nominating Committee interviewed nine applicants in February. The following applicants are recommended for the 2025-2026 slate: Alex Burch, Adriana Fernandez, Russell Kitchner (external), DeJohn Rose, Garrett Schopp, Elizabeth Thompson (external), and Lisa Ziemba.
 - Alex Burch: Alex is a current parent. He has professional management and financial experience. He also has volunteered in a board capacity, including setting up systems for decision-making, document storage, and ongoing data management.
 - Adriana Fernandez: Adriana is a current parent. She has volunteered at BMS for 3 years as the parent co-chair of PAC and has career experience with event management, planning, budget management, and project management.
 - Russell Kitchner: Russell is an external candidate. He has experience with compliance efforts, policy development and review, and legal reviews within higher education settings. He has executive Board experience with multiple homeowner association boards.
 - DeJohn Rose: DeJohn is a current parent. He has career experience in management, finances, and marketing. In the past year, he has served as the current parent on the Development Committee at BMS.
 - Garrett Schopp: Garrett is a current parent and an alumnus of BMS. He has extensive management and financial experience through his work and nonprofit governance experience through Board membership at another local nonprofit organization.
 - Elizabeth Thompson: Elizabeth is an external candidate. Elizabeth has extensive experience in the administration of healthcare settings, including leading strategic planning processes for multiple clinics. She also has extensive volunteer experience at governance levels and is focused on medical and educational settings.
 - Lisa Ziemba: Lisa is a current parent. She has recently completed a term as Board president for an Indianapolis-based nonprofit focused on child well-being,

where she led strategic planning and restructuring that included recruitment and Board assessment changes.

- The full slate is as follows: President, Janelle Terkhorn; Vice President, Anne Sterling; Treasurer, Joanna Ausborn; Secretary, Christine Lovelace; At-Large, Alex Burch, Adriana Fernandez, Russell Kitchner, DeJohn Rose, Garrett Schopp, Elizabeth Thompson, Lisa Ziemba.
- 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. Three of this year's committee members (Anne, McKenzie, Sierra) are also willing to remain on the committee next year to support consistency.

Parent Action Committee

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

Committee Business

- Last general PAC General Meeting: February 21, 2025 @9:00 AM, BMS upstairs conference room
 - Summer Planning Session Call-out

Current Projects

- Project Linus Animal Shelter Service Project: Provide handmade blankets for animals. Official Date: February 26 - March 11, 2025
- Teacher Appreciation Week, May 5 - 9, 2025
- Spring Wonderfest, May 9, 2025
- End of Year Ice Cream Social with Rasta Pops, May 21, 2025

Operations

Quinn McAvoy and Jess Davis

Enrollment Update

- A new student started in Hickory PM.
- Summer camp registration is ongoing; elementary camps are open to BMS and non-students.
- 2025-2026 enrollment calls are in full swing. There is a waitlist in upper elementary and all-day classrooms, and the first wave of offers has been completed. As of now, there are open seats in EC and LE classrooms. Enrollment in Upper Elementary dictates having one classroom next year with three teachers.
 - 14 of our students are leaving the state, more students are going to public school or homeschool than before. Jess and Quinn are meeting to look at retention strategies.
 - The kindergarten class that is moving into first grade is smaller than usual
 - Monroe County public schools are also seeing low enrollment
- New student classroom visits have started in early childhood.
- First-grade classroom visits are scheduled for mid-March.
- Fourth-grade classroom visits are scheduled for mid-April.

2024-2025 Enrollment

| | Actual February Enrollment 2024-2025 | Classroom Capacity 2024-2025 | Budgeted Spots 2024-2025 |
|-----------------------------------|---|---|---|
| Half/Full Day | 37 | 54 | 49 |
| Half-Day Lunch Program | 20 | 24 | 19 |
| All Day | 57 | 60 | 60 |
| Lower EL | 66 | 66 | 64 |
| Upper EL | 38 | 39 | 39 |

2025 Summer Camp Registration As of 3/7/25

| | Session 1 | Session 2 | Session 3 | Session 4 |
|-----------|------------------|------------------|------------------|------------------|
| EC | 30/30 | 30/30 | 28/30 | 30/30 |
| EL | 28/33 | 52/33 | 28/33 | 34/33 |

Staff

- Thanks to our Intern Sophie Freehaus, a new substitute job posting at the IU School of Education attracted 10 School of Ed. applicants. We will interview these candidates after Spring Break.

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 and presents research in March at TME (national conference); publication approval pending in The Journal of Montessori Research.
- 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.
- Jess and Eve completed a certificate course by NCMPS on Executive Function
- Jess is completing a coaching certificate course through NCMPS

ABAR

- Interviewers (students) have been hired, and training for the DEI interviews is in-progress. Over 30 parents signed up.

Administrative

- Student Attendance Policy: Second Reading.
- Submitted a \$10,000 grant application to the JEFF Foundation, requesting support for our HRV systems expenses. The JEFF Foundation is run by a new family at BMS and they recommended that we apply. Grants will be awarded in mid-March.
- NSLP December and January Claims submitted
- A new copier was installed in the main office. The broken copier in the annex was removed, and the copier in the main office was moved to the annex. A new copier agreement was signed, which should decrease our copier expenses.
- Development
 - 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.
- Terra Nova standardized test scores have been disseminated to families. In general, there has been a nice boost in scores year over year. We have purchased a data portal that should let us track this over time and create charts and summaries to share with families.

Second Reading of the Attendance Policy

- Tracey asked about the definition of sabbatical. This term is used to define when a family removes a child or children from the school but holds the spot for return by paying 95% of the tuition. During a sabbatical, the school is not liable for the education of the child/children.
- Hilary motioned to approve the Attendance Policy as written. Chad seconded the motion. The motion was unanimously approved.

Community Partnerships

- IU School of Education is changing Deans and does not have space to consider new programming for the foreseeable future, so we are back-burnering the TEP conversation.
- After school art club scheduled for Mid-march through May (Jess).
- Taekwondo is continuing.
- Run club will be held again.
- A couple of parents approached Quinn about starting a Girl Scouts Troop.
- Parent forum on Executive Function occurred on March 5th; attendees:
 - 7 faculty members
 - 8 parents
 - 4 children
- Sky Adams will hold a parent forum on attachment styles.
 - Hilary asked about the services and consultation that Sky is providing.
 - He has been providing consultation to teachers with positive reviews.
 - BMS is getting parent permission for his first child service.
- Hilary asked for an update on the teacher research projects that Jess and Eve were planning.
 - These are awaiting more information about the feasibility of getting IU Internal Review Board (IRB) approval.
 - Jess mentioned that she and Eve will likely not proceed with the research if it requires the full IRB process.

Facilities

Completed

- HRV installation completed.
 - These units are working even better than expected, allowing Magnolia to also get fresh air.
- Monthly pest control mitigation in the main building.
- Kitchen flooring transition replaced.
- The Walnut classroom toilet was repaired.

Pending

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Communications

- Bi-weekly newsletters, Facebook posts, flyers

We advertised the recent parent forum to the public via social media but did not have anyone from the public attend.

- 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 2/28/2025

- Main checking: \$ 197,322.67
- Money market: \$ 221, 228.90
- Café Account \$ 8,363.53
- Fundraising Accounts: \$64,975.40

Investment Accounts:

- Fundraising: \$ 66,244.00
- Cash Management: \$ 102,308.64
- Long-Term Fund: \$ \$515,339.06

• Tuition Delinquency - 2023-2024 - \$3,035 (one family; they have asked for consideration for the time being before we send their account to collections), 2024-2025 - \$7,782.27 for three families, one family is on a payment plan.

- IUCU Loan balance - \$461,586.85

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

Closing

Janelle Terkhorn – President

- Janelle thanked everyone for attending.
- Meeting Adjourned: **6:38pm**

Respectfully submitted by Christine Lovelace, Secretary