

Bloomington Montessori School

Board of Directors Meeting Minutes

April 8, 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 – **6:08 pm**

Welcome

Approval of Minutes from the January Board Meeting

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

Call for issues not on the agenda

- No issues were brought forward.

Finance Committee

Joanna Woronkiewicz, Treasurer

Committee Business

- Next meeting: Next Monday
- The Committee did not meet on April 7 due to illness. They will discuss the strategic plan goals for next year, investment monitoring and usage, and review the budget process.
 - o The committee will also discuss where to put the
 - o BMS hired a consultant to amend the taxes and file for the ECR credit. The projection was an \$86,000 refund. BMS received a check from the IRS for \$111,200+ . The audit process has a five year window, so we will need to hold onto it for that time.
 - o Finance will get some guidance from eCIO for the safest location given the volatility of the financial environment.
 - o Addressing the scholarship fund.

Financial Review

- The school's financial position is relatively similar to this time last year, with around \$1.339 million in cash and investments. Current assets are down approximately 1.93% from last year, and total liabilities are down by 13.66% compared to last year. Equity is up by 3.39%.
- As of March 31, 2025, the current investment balance is \$678,826.34. Since the account's inception, the school's investment funds have generated gains of 5.13%.
 - This has dropped considerably with the current changes in the market.
- Building Operations have run over budget this year, mainly due to improvements to the HVAC system.
 - BMS received a \$10,000 grant that will be applied.

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 has completed reorganizing the Google drive. [4C]
- The Finance Committee will address Scholarships in the 2025-2026 academic year. [3]

Executive Committee

Janelle Terkhorn, President

Committee Business

- Met on April 2nd, 11am
- Next meeting: May 8th, 11 am

Current Issues

- Articles of Incorporation-reading and vote. Articles of incorporation notifications were publicly posted for the recommended timeframe by our lawyers. We received no

requests or information on living members from the original co-op. The Executive Committee reviewed the document, simplified it, and removed all language concerning membership. The remaining articles are ready for submission to the state, pending approval by the Board of Directors.

- o The articles were reduced to only the necessary statements with all other guidance written in the bylaws, which can more easily be amended as needed.
 - o Joanna motioned to approve the changes to the Articles of Incorporation, Chad seconded the motion. The motion was approved unanimously.
- Health Department policy requirement updates have happened, and draft work continues on the Chemical Hygiene policy.
- 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 overseeing and understanding 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 we offer staff and match the wording with our current contracts.
- The Secretary has created a master document guiding best practices for driving organization and document retention. The document will be further reviewed and then implemented by the chairpersons of individual committees.

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 - April 25, 2025, Hoosier Hank's. \$20/ticket or \$60 for a team table!
- RaiseRight - physical gift card order window 4/16-4/30
- Art to Remember - online orders available through May 9, 2025.
 - Quinn will share this link with the community again.
- Next committee meeting: April 28, 2025, 9 am, on Zoom

Current Projects

- The annual campaign is underway, with the Giving Tuesday kickoff on December 2, 2024. To date, 74 donations have been received, for a total of \$30,259.00.
- The RaiseRight program continues with online and in-app sales.
- Sponsorship packet reviewed by the committee. The Testimonials page remains to be edited. [2A; 2C]
- Legacy packet to be reviewed. [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, reorganization, minimizing repetition, and ensuring best practices and consistency in school policies. The committee will also start work on a Development manual to document practices and an annual schedule of work.
- Popcorn events are ongoing. The remaining spring semester dates are April 25, and May 16.
- Trivia Night currently has 16 participants.
- 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]
- 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: \$30,259.00 received in FACTS for the 2024-2025 Annual Campaign from August to March 30, 2025. The number reported here reflects transactions recorded through FACTS Giving and may vary from financial reports based on deposit and data entry schedules.
- \$835 received in FACTS, on older campaigns or not attached to a campaign, since August.
- Believe Kids: \$5,259 net proceeds
- Merchandise: \$3,746.50
- 5K Trail Run/Family Fun Run: \$3,265 net proceeds.
- RaiseRight Scrip: \$996.73 proceeds from August 1 to March 31, with 19 families participating.
- Kroger Rewards: \$761.95 to date between July 2024 and December 31, 2024.
- Scholastic Books: \$1,022.36
- Art to Remember: \$617.92 has been raised to date; the fundraiser continues through May 9, 2025.

Governance Committee

Allison O'Boyle, Vice President

Governance Committee Business

- First Reading: Bylaws
- Next meeting: May 15, 2025, 11 am

Current Projects

- Bylaws revision in progress.
- Succession planning is underway for the vice president Board position.
- Strategic planning updating

Report: Annual Board Assessment

First Reading of the Bylaws

- Order of business for meetings was changed to reflect the current meetings.
- Expanded the Board to consist of at least 7 and no more than 12 individuals.
- Changed the term of directors to three years to increase stability. We would only have to vote on Board members embarking on a new term or a new position.
 - Directors would be allowed no more than three consecutive terms.
- Changed from multiple members of one household serving on the board to only one member. This was originally in place due to recruiting difficulties that we no longer experience.
- Defining ways that Board Membership can end.
 - Vacancies will be filled on the regular nominating schedule unless the Board is under the minimum membership requirement.
 - Officers can only serve for two consecutive terms.
 - An extension to terms can be approved with a full vote of the Board.
- Change to the nomination and voting process since BMS no longer has members of the organization. It has enrolled families and Board members.
 - BMS will have a self-propagating board.
 - A list of candidates for the Board will be sent to staff and families for a feedback process rather than a vote.
 - How will the Board process the feedback from families? What will constitute information that would change someone's candidacy?
 - The information would go to the Nominating Committee.
 - Hilary and Anne both suggested guidance for the Nominating Committee in regards to how to utilize the feedback.
 - Anne suggested that the Board needs to set the expectations for families on how their feedback will be used. She was concerned about using family feedback.
 - Christine commented that she prefers to let the community engage in as many ways as possible, but felt allowing a comment period like this would be problematic.
 - Janelle commented that the nominating Committee already vets the candidates in multiple ways and includes parents on the committee.
 - Joanna voiced her opposition to having families comment on the candidate. She mentioned that we already have safeguards in place to guard against harm to the institution or undue influence - they are voted in, and then they are only a member at large, so they have limited access for their first year, they can also be removed. Liability is her biggest concern in opening up family feedback.
 - Chad agreed from a standpoint of liability and professionalism.

- Hilary asked if the Board will notify the community of the slate prior to the final vote.
 - This would be a practice level decision.
 - Quinn agreed that sharing the slate with the community might be more transparent. She only had one parent interested in who is on the slate this year (ahead of the ballot).
- The Board decided unanimously to remove the family comment period from the bylaws.

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.

Final Vote on the Slate

- 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.

Parent Action Committee

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

Committee Business

- Summer Planning Session Call-out Continuation
- Project Wrap up ... Thank yous, appreciations, and number count

Current Projects

- Teacher Appreciation Week, May 5 - 9, 2025
- Spring Wonderfest, May 9, 2025
- End of Year Ice Cream Social with Rasta Pops, May 21, 2025
- Planning for the future of PAC
 - Increasing participation
 - Co-chair structure
 - Janelle will follow up with Tracey on planning.

Operations

Quinn McAvoy and Jess Davis

Enrollment Update

- A new student started in Magnolia today.
- Summer camp registration is ongoing; elementary camps are open to BMS students and non-students.
- 2025-2026 enrollment calls are in full swing.
- 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	19	24	19
All Day	58	60	60
Lower EL	66	66	64
Upper EL	38	39	39

2025 Summer Camp Registration As of 4/4/25

	Session 1	Session 2	Session 3	Session 4
EC	30/30	28/30	26/30	27/30
EL	32/33	51/52	28/33	33/33

Staff

- Staff participated in peer feedback evaluations and will meet with Quinn to discuss their feedback and goals.
- Jess and Quinn will do their evaluations with Janelle soon.

Advocacy

- Jess continues her work as President of the United Montessori Schools of Indiana.
- Application for 3-year operational grant through Dekko foundation complete; would hire

- an employee for the organization and lead to projected 30% growth
- 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 completed the AMS Emerging Leaders research fellowship and is getting feedback on her paper then submitting it to 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 completed a coaching certificate course through NCMPS
- Cyndi attended a FACTS Payment at Institution quarterly training
- Jess and Eve presented at the AMS conference.

ABAR

- DEI interviews are in process.

Administrative

- We were awarded the \$10,000 grant from the JEFF Foundation!
- NSLP December and January claims submitted
- Website updated with donation button on the homepage
- Enrollment contracts entered into FACTS and deposits transferred to May 2026
- 2025-2026 tuition deposit letters sent to returning and new families

Community Partnerships

- After-school art club scheduled for mid-March through May (Jess)
- Taekwondo is continuing
- Alash (Tuvan throat singers) performed for the kids thanks to Lotus Blossoms and Grease Monkey (parent-owned business event sponsor)

Facilities

Completed

- Adult main commons toilet repaired
- Sweetgum hand sink repaired
- Monthly pest control mitigation in the main building.

Pending

- Exit sign replacement - 8 lights have been ordered, installation pending
- Roof and gutter cleaning
- Magnolia playground ladder repair

Curriculum

- Mid-year DIBELS assessments completed and scored. Overall school reading levels are looking good (steady improvement and adequate fluency; always room to grow). We continue to work at the classroom or individual student level for continuous improvement (overall school percentage is just over 81% on or above grade level readers).
- The new test seems to be less biased and was a better fit for our student population.
- The analytic software will enable us to track year to year scores; however we have some issues with data because we do not have apples to apples to past tests. It will be well worth the investment going forward though.

Communications

- Bi-weekly newsletters, Facebook posts, flyers.
- Parent forum on Executive Functioning completed.
- Parent Forum on Resilience in Children 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
 - 9 posts; 4 have been read by 1-2 people each
- Blog posts

Finances as of 3/31/2025

- Main checking: \$ 183,530.80
- Money market: \$ 221,785.06
- Café Account \$ 8,798.17
- Fundraising Accounts: \$ 66,594.23

Investment Accounts:

- Fundraising: \$ 66,834
- Cash Management: \$ 103,172
- Long-Term Fund: \$ 508,821

- 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 - \$9,218.91 for five families, one family is on a payment plan.
- IUCU Loan balance - \$456,041.78

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-completed outreach; IU not open to partnership at this time

Value-Alignment

- Project: Evaluate Solar Possibilities-COMPLETED, though may have a phase 2
- Project: Hire Interventionist-CONTINUING SEARCH-ON HOLD (Finanacial 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-IN PROGRES
- Project: Equity Audit-IN PROGRESS

Closing

Janelle Terkhorn – President

- Janelle thanked everyone for attending.
- Meeting Adjourned: **7:25pm**

Respectfully submitted by Christine Lovelace, Secretary