

Bloomington Montessori School

Board of Directors Meeting Minutes

September 9, 2025, 6:00 pm, Zoom

Board Members Present

- Janelle Terkhorn
- Christine Lovelace
- ~~Joanna Woronkiewicz~~
- Anne Sterling
- DeJohn Rose
- Adriana Fernadez
- Lisa Ziemba
- Alex Burch
- Elizabeth Thompson
- Garrett Schopp

Staff Members Present

- Quinn McAvoy
- Jess Davis
- Cyndi Williams

Preliminaries

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

Welcome

Approval of Minutes from the August Board Meeting

- Lisa motioned to approve the minutes and Alex seconded the motion. Motion to approve the minutes passed unanimously.

Call for issues not on the agenda

- No issues were brought forward.

Executive Committee

Janelle Terkhorn, President

Committee Business

- Met on Sept 4, 2025, 11 am
- Next meeting: Nov 6, 2025, 11 am

Current Issues

- Orientation review and planning for the closed session catch-up were discussed.
- Health Department policy requirement updates have happened, and work will continue on the Chemical Hygiene policy.
- The Executive Committee will review the Employee handbook regarding continuing education support. Some wording needs to be updated to be more inclusive of the various types of educational support we offer staff and to align 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's role are being generated for review by EC. [Strategic Project 3B,3C]

Development Committee

DeJohn Rose, Committee Chair

Committee Business

- Meetings have been changed to the last Wednesday of the month at 11am
- Next meeting: September 24, 2023, 11 am

Structural Support

- New parent member - Jay Kavathe

Current Projects

- Approved Legacy Brochure to drive fundraising with graduating families [1A; 1C]
- Selected Annual Campaign theme - "Image The Possibilities"
- In the process of soliciting sponsors for the 5K/Fun Run
 - Have around \$2000 in sponsors
- Scheduled "Dine Out" fundraiser at Chipotle on November 4, 2025, from 4-8 pm
 - BMS receives 25% of the proceeds

- o Quinn will add it to the all school calendar and in the newsletter in the next couple of weeks.
- Looking for sponsors for Giving Tuesday
 - o Goal is \$1000 per hour

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

- Annual Campaign: \$31,049 received in FACTS for the 2024-2025 Annual Campaign through July 31, 2025. The number reported here reflects transactions recorded through FACTS Giving and may vary from financial reports based on deposit and data entry schedules.
- \$260 received in FACTS, on older campaigns or not attached to a campaign, since August.
- Believe Kids:
- Donations from Reflect Martial Arts:
- Merchandise:\$169
- 5K Trail Run/Family Fun Run:
- RaiseRight Scrip:
- Kroger Rewards:
- Scholastic Books:
- Art to Remember:
- Box Tops For Education:

Governance Committee

Anne Sterling, Vice President

Governance Committee Business

- Meeting dates and times for 2025/2026 school year

- Board membership - positions to be filled
- Nominating committee work
- Next meeting: October 30, 11 am

Current Projects

Board Membership + Recruitment

- Board membership for 2026
 - How many openings will we have on the board
 - Governance Committee members will check in with current board members between September 10th - 19th to determine:
 - Willingness to serve a full 3-year term
 - Interest in officer position
 - General check-in about how their Board experience is going
- Need to fill 2 executive board positions: Secretary & Treasurer

Nominating Committee Business

- The Nominating committee will need 6 members: Anne as head of Governance committee, 3 parent members (hopefully Sierra, hopefully Jhondra Funk, need one more) staff member (McKenzie), and another at-large board member
- NEED at-large board member
 - Lisa Ziembra offered to join.
- First nominating committee meeting will take place in October.
- Governance committee will create a letter to the community to describe changes to the board voting process and send at the end of September.

Parent Action Committee

Adrianna Fernandez, PAC Co-Chair

Committee Business

- New PAC Co-Chair - Kate Alvarez
- Next meeting: September 17th, 9am

Current Projects

- Approved content for Welcome Emails to be sent out in September. [2C]
- Planning for amended Welcome Emails and Swag Bags for next academic year. [2C]
- Past Events - August 15th: Food Truck Friday was hot but well-attended. Having BMS spirit wear available to new families in the lead-up to this event would make it easier for them to connect. Options for this were discussed as part of the welcome initiative for the next school year (2C).
- Upcoming Event - Sep. 12th Food Truck Friday
- Upcoming Event - Bowling at Classic Lanes. It will be on Sunday, October 5th at 4pm.
- Upcoming Event - Fun Run and Fall Festival, Sat. Oct. 25th at Fowler Pumpkin Patch
 - PAC will be sourcing and organizing refreshments for the Fun Run.
 - PAC is exploring options for sourcing coffee and either hot chocolate or cider to be sold as part of a fundraiser at this event.
 - Fall Festival activities, schedule, supplies, and volunteer needs were solidified.
 - The Board can spread the word that we need parent volunteers and they can sign up on the Volunteer Sign Up Genius.
- Upcoming Event - Art to Remember fundraiser. PAC will be working with the development committee to organize and procure artwork for this fundraiser with the goal of sales running leading up to the winter break/holiday season. Plans for this are in progress.
 - Profits were better in years when this fundraiser was run leading up to the holidays.

Opportunities and Needs

- Spreading the word about the volunteer opportunities for the Fun Run and Fall Festival. Those with interest can be directed to the volunteer sign-up genius or put in contact with PAC Co-Chairs.
- Building interest in participation in the Art to Remember Fundraiser.
 - Artwork will be collected in bins outside of classrooms and can be something students made at school or at home. Families can also upload artwork into their child's portal.
 - Base profit is 25% of sales, but can go up to 38% based on the percentage of participation.

Finance Committee

Joanna Woronkowicz, Treasurer

Committee Business

- Next meeting: October 6th, 2025 @ 11am ET

Financial Review

- The school's financial position is approximately 22.5% higher than this time last year, with approximately \$1.265 million in cash and investments. The difference can primarily be attributed to funds raised and interest earned on investments. Current assets are up approximately 14.41% from last year, and total liabilities are up by about 2% compared to last year. Equity is up by 16%.
- As of September 5, 2025, the current investment balance is \$712,090. Since the account's inception, the school's investment funds have generated gains of 4.67%.
- ECR Funds of \$111,278.36 also contributed to the better financial situation from last year. This was a payroll return from the Covid pandemic years. The recommendation of the auditor is to hold the funds for 5 years in case the IRS audits BMS and decides to take the funds back.
- Alex asked for more details on why the tuition revenue was higher than expected and the salaries

- o Because the salaries and tuition don't line up each month, there is a positive amount for 10 months and then in the negative in the summer months.
- o Summer camp salaries contribute to the summer negative balances.
- o The funds from families paying the full tuition shows
- Alex asked for more details about the line item "FACTS accounting"
 - o Total amount of contracts enter into FACTS which are expected to be received over the school year.

Current Projects

- The Finance Committee will address Scholarships in the coming academic year. [3]

Operations

Quinn McAvoy, Jess Davis, and Cyndi Williams

Enrollment Update

- Enrollment tours continue.
- New Student Enrollment: One student - LE, one student - UE, and one student - HD EC. Pending New Student Enrollment: One student - LE, and one student - HD EC. In-house Transfer: One student - All-Day EC to HD EC. Withdrawal: One student - LE and one student HD EC.
- We have a waitlist for the all-day youngest group and the fourth-grade group.

2025-2026 Enrollment

	Actual September Enrollment 2025-2026	Classroom Capacity 2025-2026	Budgeted Spots 2025-2026
Half/Full Day	47	54	47
Half-Day Lunch Program	24	24	19
All Day	58	60	60

Lower EL	61	66	60
Upper EL	39	39	39

Staff

- Three new substitutes have been hired. Jess will be holding substitute training the week of September 8th.

Advocacy

- Quinn and Jess continue their work with the United Montessori Schools of Indiana.
 - Quinn is now chair of the Membership Committee and is being put forth as VP.
 - UMSI secured a grant to hire an ED, which will decrease the board's workload! The new UMSI ED is Lauren Andersen.

Curriculum

- Working on launching mCLASS assessments for reading and math. Benefits include:
 - Process-oriented with asset-based “present thinking skills” analysis for incorrect answers
 - Formative assessments include baseline, benchmark, and end-of-year screeners and progress monitoring tools as needed
 - Includes instructional resources for missing skills, which will be a great resource for our interventionist

Student Services

- Ongoing ISP and accommodation plan review meetings with families/teams.
- To support children and families proactively, we will send out universal developmental screeners in the early childhood program to new families. We have chosen the ASQ, which has a Montessori-adapted component and its SEL supplement. These are completed by parents, scored by the school, and will go out before the first conferences.
 - An FAQ sheet will be sent to families along with a letter before the screener to explain the importance of early intervention with developmental delays and provide information on our other universal screenings (home language, English proficiency, vision, hearing).
- We have a new MCCSC partner pending (MCCSC HR processing). Her name is Felice and she will be working 25 hours per week in the role Terri held. While this is fewer hours than Terri's, we were fortunate to secure her despite hiring and funding freezes, and the reduction will be approximately 4 hours less of direct student service hours per week. Her name is Felice Pierce.
- Jess has worked with lead teachers of each classroom and MCCSC to finalize student lists currently eligible for student services and to identify possible referrals.
- We currently have 66 students on the student services roster as needing some sort of extra support (speech/language, RTI, special education, etc.), which is 33% of our

student body

- 19 are Speech and Languages Pathology (SLP)-only
- 7 receive services from an MCCSC Special Education teacher and have ISPs for non-SLP; 4 are pending ISP referrals
- 23 are focus students for the interventionist position
- 21 have in-house accommodation plans
- There is an increase in students receiving services (the additional students are all new to the school).

Professional Development

- Jess continues a master's degree in Teaching, Learning, and Curriculum
- Nick continues a master's degree in Teaching, Learning, and Curriculum.
- Staff completed an employee handbook and civil rights training in August.
- Jess and Felice are completing mCLASS math and reading assessment training; teachers will also be doing some mCLASS reading training
- Cyndi attended NSLP trainings for Civil Rights, Ethics, Direct Certification, and Annual Financial Reporting.

Administrative

- Launch of new branding kit (fonts, logo, and color palette) is ready to be announced with the new BMS merch campaign. BMS shirts are currently in the design process.
- NSLP: This school year, we will be undergoing an on-site Administrative Review.
- September Aftercare, lunches, and August Spirit Wear Sales posted.
- Indiana Sales Tax Exemption confirmed with the State.
- 2025-2026 Salaries and Café plans updated in ADP with a new account set up for non-matching IRA to begin in January.
- Bark security program installed on students' online accounts.
- Annual campaign theme and logo finalized; in the process of developing materials.
- Teacher team meetings, organized by class, level, and role, have been calendared and staffed for the upcoming school year.
- Continued work with Wilding, Inc. (parent Luke Frydenger) on the BMS promotional video. Current footage has been edited, and he will be coming in to record a few more teacher interviews this month.
 - Luke also provided stills from the video, which have been uploaded onto the website to replace some lower-quality photos.
- Attended MCCSC non-public school orientation for 2025-2026 to learn about current funding
 - BMS might take advantage of the afterschool snack program.
 - In February, BMS will be assessed.
 - Opted in to Title I funding for the first time. We have seven children eligible to receive additional support services, which are funded through Title I.
 - Special Education-trained parent Callie Wood will fill this role, providing 15 hours a week of push-in classroom-based services to support the seven eligible children.

- 23 students qualify for reduced school lunch but only 7 children's home schools qualify for Title I. The funding can only be allocated to those 7 students' support services.

Community Partnerships

- After-school clubs to be offered this fall: Taekwondo, Girl Scouts, and Newspaper Club.
- Mother Hubbard's Cupboard will be our Community Partner again for the 2025 Fall Fun Run
 - Sponsorship requests in progress—please send referrals!
 - Logo in progress, design by parent Adrienne Davis
 - Confirmed with the timing company and Fowler Pumpkin Patch for Oct 25th
 - Registration target: open by mid-September; sign up and spread the word!
 - 5K yard signs available in the office for sign-out if you're willing to help promote and live in a visible location!
- Volunteer teaching tai chi in Walnut (ABC Chi)

Facilities Completed

- Hickory HVAC installed
- Main bathroom exhaust fans replaced
- Magnolia toilet repaired
- Cellular and IP lines added to our security and fire alarm system
- Fire alarm horn and strobes repaired
- Monthly pest control mitigation in the main building

Pending

- Kitchen - Food disposal - Replacement needed - pending City waiver, estimates received
 - The city utility department has a new ordinance that restricts sink disposals to commercial kitchens who get a waiver. BMS may be grandfathered in.

Communications

- Bi-weekly newsletters, Facebook posts, flyers.
- Scheduling with Dr. Lisa Thomassen: Fall parent forum on the impact of screen time on kids
- Montessori Moment blog (3 new posts) on the BMS website

Finances as of 8/31/2025

- Main checking: \$ 159,600.78
- Money market: \$ 224,822.81
- Café Account \$ 9,416.30
- Fundraising Accounts: Savings \$30,330.43, Checking \$25,419.30, Paypal \$205.52
- CD \$112,736.48 (ECR money matures 6/16/26)

Investment Accounts 9/4/2025:

- Fundraising: Started at: \$65,000, Currently at: \$ 67,463.49

- Cash Management: Started at: \$100,000, Currently at: \$ 104,310.97
- Long-Term Fund: Started at: \$ 483,978.00, Currently at: \$ 536,366.79
- IUCU Loan balance: 4%: \$ 428,698.26
- Delinquencies: 2024-2025 - \$742.87 (three families), 2025-2026 - \$6,477.75 (four families)
 - Some of these delinquencies
 - International students at IU who are being funded by the Kuwaiti Government to study. They cover their children's educational expenses as well.
- Fundraising funds will be reallocated to their respective accounts, leaving the fundraising accounts with a balance of \$5,240. The remaining funds will be distributed to Professional Development, Capital Improvements, and Scholarships.

Strategic Plan Accountability

Project Updates

Operations-Organizational

■ Project: Increase Student Diversity-

-socio-economic diversity: continuation of the scholarship program with the short-term goal of funding the scholarships we have and the long-term goal of increasing the number of scholarships

-racial diversity

○ Project: Consistent Social Media presence-great parent resource helping with vision-level guidance, SEO/analytics, and content!

A knowledgeable parent says this should not be a goal—that a better use of our time is targeting a smaller amount of output with tools like Google Analytics. However, they were unable to fulfill their ideas to support us this year. We may look for another knowledgeable parent to pick this up, or follow up with this parent next year.

○ Project: Hire Interventionist-in process with MCCSC

○ Project: Hire Counselor/Therapist - Contract needs renewed

○ Project: DEI Survey- survey complete, interpreting results is the next action step

○ Project: Equity Audit-in-progress (two-year project)

Closing

Janelle Terkhorn – President

- Janelle thanked everyone for attending.
- Meeting Adjourned: **6:45pm**
- Closed Session

Respectfully submitted by Christine Lovelace, Secretary