

# Bloomington Montessori School

## Board of Directors Meeting Minutes

December 9, 2025, 6:00 pm, Zoom

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### Board Members Present

- Janelle Terkhorn
- Christine Lovelace
- ~~Joanna Weronkiewicz~~
- 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 November Board Meeting

- Garrett motioned to approve the minutes and Lisa 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 Nov 6, 2025, 11 am
- Next meeting: Jan 6, 2025, 11 am

### Current Issues

- The Chemical Hygiene policy is under review within the Executive Committee
- A temporary committee was requested by Janelle to prepare for our new strategic planning session. The committee will be overseen by the Vice President and Governance committee and led by an at-large member of the board. Update\*\* The committee has been created and will begin organizational work for the strategic plan.

- 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]

## Finance Committee

Joanna Woronkowicz, Treasurer; Cyndi Williams; Quinn McAvoy

### Committee Business

- The Finance Committee met on December 8<sup>th</sup> and reviewed the first version of the 2026-2027 budget. We continued to discuss plans to complete strategic projects around scholarships.
- Next meeting: April 6<sup>th</sup>, 2026 at 12.30pm ET

### Financial Review

- Joanna sent a video update for the Board.
- The school's financial position is approximately 28.6% higher than this time last year, with approximately \$1.314 million in cash and investments. The difference can primarily be attributed to funds raised and interest earned on investments. Current assets are up approximately 18.5% from last year, and total liabilities are down about 0.7% from last year. Equity is up by 19.3%.
- As of December 4, 2025, the current investment balance is \$741,156. Since the account's inception, the school's investment funds have generated gains of 4.97%.

### Current Projects

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

- The Finance Committee will continue to monitor investment performance and propose adjustments to the investment strategy if needed. [1C]

## 2026 Budget - First Reading

- Two budgets are being presented again this year. One is for two Upper Elementary classrooms (and an additional non-lead teacher) and the other is for one Upper Elementary classroom with no additional teachers.
  - There is a waitlist for Upper Elementary.
  - There are 23 potential up-coming 4th graders for next year.
  - There are currently nine 6th graders, thirteen 5th graders, seventeen 4th graders
  - There is a policy to guide who gets a spot if there are more 3rd graders wanting to stay than the classroom has capacity for.
  - It is difficult to hire a teacher. Quinn generally posts open positions after winter break.
  - Jacinta will be in the classroom for one more year. If there are fewer fourth graders that year, her position will not be filled.
  - Intent to stay forms are due on the last Friday in January. Contracts aren't due until the second week of February.
  - Anne Sterling asked if it makes sense to move forward with the budget for the second Upper Elementary teacher so that there is time to find the right candidate, and it looks likely that next year's class will be big enough to warrant it.
- Alex Burch asked if there was anything notable about the budget that the administration wanted to highlight.
  - HFI services BMS's HVAC systems and they are working with Quinn to plan the replacement of the older units over the next few years. These units are over 40 years old and no longer have replacement parts.
  - The parking lot needs to be repaved. This will be paid with fundraising dollars.
  - The Finance Committee increased the year end bonus for staff. These funds will come from the interest from the ECIO account.
    - Investing in our staff was one of the Finance Committee's priorities and this is reflected in the increased year-end bonus.
    - Anne and Christine voiced their support of investing in staff and staff retention.
    - Garrett Schopp asked if the staff are ever surveyed to see if they are considering leaving.
      - Quinn sends out an intent to remain in employment each year that gives choices that include whether a teacher intends to stay, leave or if they would like to stay but explore another role at the school.
      - Cyndi Williams spoke to the fact that BMS has yearly discussions around what staff benefits best meet the needs of current employees. Most staff members prefer rate increases and bonuses over more benefits, as many of them have health insurance through their spouses.

- Annual performance reviews also provide opportunities for staff feedback.
  - Lisa Ziemba spoke about how retention can be influenced by feeling supported in the work environment and having autonomy.
  - Janelle shared that the feedback from the staff about the environment that the administration has created at the school is very positive.
- Tuition and salaries were raised 3%.
- The Federal Cost Of Living Adjustment is 2.8% for 2026.
- The lunch fee was not raised.
- Alex asked why aftercare wages decreased.
  - Longtime staff have left and the positions are filled with new employees, so the salaries will be less.

## Development Committee

DeJohn Rose, Committee Chair

### Committee Business

- The Development Committee is looking into doing a major donor event in the spring.
- Callout has been sent to volunteers for the silent auction committee
- Thank you for submitting your board contribution goal form (one person is still missing).
  - The administrative team has note packets with the list of donors, cards, etc.
  - Jess has already sent thank you notes to all donors and sponsors from Giving Tuesday.
- Art to Remember ordering is ongoing.
- Is anyone interested in helping with thank-you notes?
- Next meeting: January 28, 2025, at 11 am on Zoom

### Current Projects

- The Sagamore scholarship program is being finalized and will go live shortly. Will start with targeted solicitations as a test [4A, 4B].
  - There has already been a donation made through the system. This donation was made specifically as a tax writeoff rather than a connection to the school.
  - DeJohn said there was not a fee for donors using credit cards but Quinn will check to see if BMS is charged on the other end.

- o The Finance Committee is watching to make sure that donations through Sagamore do not affect Professional Development funds.

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

- 2025-2026 Annual Campaign: \$24,378. The number reported here reflects transactions recorded through FACTS Giving and donations made at BMS and may vary from financial reports due to deposit and data entry schedules.
- \$360 received in FACTS, on older campaigns or not attached to a campaign, since August.
- Believe Kids:\$5,153.50
- Donations from Reflect Martial Arts: \$812.50
- Merchandise: \$930
- 5K Trail Run/Family Fun Run: \$4024.79
- RaiseRight Scrip: \$104
- Kroger Rewards: \$652.84
- Scholastic Books:
- Art to Remember:
- Box Tops For Education:
- Eat and Earn: \$358.11

## Governance Committee

Anne Sterling, Vice President

### Committee Business

- Board membership
- Nominating committee work
- Strategic plan subcommittee update
- Next meeting: Thursday, December 18th @ 11:30 a.m.

## Current Projects

### **Board Membership and Recruitment**

- Need to fill four openings, 2 of which are executive positions: Secretary and possibly Vice President.
- Bylaws require a minimum of 7 and a maximum of 12 board members. We are currently at 10.

### **Nominating committee**

- The Nominating Committee is composed of 6 members: Anne, head of the Governance committee; three parent members (Sierra Lee, Jhondra Funk, William Kanyi); a staff member (McKenzie Holmgren); and another at-large board member (Alex Burch).
- The first nominating committee meeting took place on November 13th.
- Board applications opened on November 14th and will run through January 20th. As of 12/5, we have three strong applicants.
- Interviews will be held in January, possibly going into February, depending on the number of applicants we receive.

### **Strategic Plan**

- The current strategic plan expires at the end of the year.
- Lisa agreed to chair the strategic plan subcommittee. She has gotten the process underway with a kickoff email to the subcommittee.
- The first reading of the Strategic Plan will be done at the April Board meeting and the second reading at the May Board meeting.

### **Board Attendance Policy**

- Anne will send this out to everyone.

## Parent Action Committee

Adrianna Fernandez, PAC Co-Chair

### Committee Business

- Next meeting: January 21, 2026

## Current Projects

- PAC is currently in communication with Mother Hubbard's Cupboard to coordinate a partnership for this Spring's schoolwide service learning project. MHC has suggested doing a snack drive and packing of snack bags, which PAC has done in the past. Details and dates for this project are still being finalized.
- We are working to increase awareness and community involvement by increasing visibility of marketing materials. PAC is utilizing and maintaining the outside bulletin boards with current event promotional materials throughout this academic year to see if it makes any impact. This is in addition to our current communication methods (4A and 4B).
- Ongoing - PAC is coordinating the ongoing Art to Remember fundraiser. The ship to home order window is open through December 31st. Orders placed prior to the ship to the school deadline should arrive by December 16th and will be sent home prior to the winter break. (3B)
- Upcoming Spring Events -
  - Roller Skating Event at Western Skateland - Sunday, February 1st, 1:00 pm to 3:00 pm
  - Spring Service Learning Project supporting Mother's Hubbard Cupboard - March 2026 (dates TBD)
  - Food Truck Friday Meet Ups - April 17 and May 22, 5:00 pm to 7:00 pm
  - Teacher and Staff Appreciation - Monday, May 4 to Friday, May 8
  - Wonderfest at Wonderlab - Friday, May 8th, 6:00 pm to 8:00 pm
  - Popsicle Social - Wednesday, May 20, 3:15 pm to 4:15 pm

## Opportunities and Needs

- Continued help spreading the word about the Art to Remember Fundraiser. Artwork can still be uploaded digitally from home. The more families who participate, the higher the return the school will receive from this fundraiser.
  - The base profit is 25% of sales, but can increase up to 38% based on the percentage of participation. Right now we are at 12% participation.
  - The order window is open and will run through December 31, 2026.

# Operations

Quinn McAvoy, Jess Davis, and Cyndi Williams

## Enrollment Update

- Enrollment tours continue.
- Student Enrollment: One-half-day EC, one full-day EC, and one LE student withdrew. We have a waitlist for the all-day youngest group and the fourth-grade group.

## 2025-2026 Enrollment

	Actual December Enrollment 2025-2026	Classroom Capacity 2025-2026	Budgeted Spots 2025-2026
Half Day	43	54	48
Half-Day Lunch Program	23	24	19
All Day	58	60	60
Lower EL	59	66	60
Upper EL	39	39	39

## Staff

- 2026-2027 Intent to Return due 12/12.
- We are reviewing resumes for our Lower Elementary Aftercare position. Paola Tavarez will continue to cover aftercare until we hire her replacement.
- Kellie Havert will return from maternity leave on 1/5/26, and Anna Wegerson will return from maternity leave on 1/20/26.

## Advocacy

- Quinn and Jess continue their work with the United Montessori Schools of Indiana.
  - Quinn was voted in as VP.

## Curriculum

- The Universe book project is complete in Lower Elementary.

## Student Services

- Ongoing ISP and accommodation plan review meetings with families/teams.
- Amplify Math screener results analyzed; teaching plans implemented at the classroom level; students will be rescreened in January as progress monitoring

## Professional Development

- Jess continues a master's degree in Teaching, Learning, and Curriculum.
- Jess, Quinn, and Alice attended the annual UMSI conference.
  - Jess was a speaker on Executive Function
  - Jess and Quinn were conference event volunteers (as board members)
- Nick continues a master's degree in Teaching, Learning, and Curriculum.
- April is registered for the International Montessori Congress Conference in Merida, Yucatan, Mexico, in May.
- Two staff members have registered for the AMS annual conference (Washington, D,C in March), and we have submitted for reimbursement of these costs through Title II funding (MCCSC)
- Cyndi attended the NSLP Verification Summary Report seminar.
- Cyndi attended the FACTS Advance Accounting Quarterly training on Reports and Reconciliation.

## Administrative

- 2026-2027 Budget drafted for review.
- Registered for Sagamore Scholarships for Education Choice. A web page has been built on Sagamore's site which we will host on our website. The site is live and we are able to take donations as of 12/5, I'm working with Go Montessori to create a donation page on our website.
- Montessori Moment (website blog) postings
- NSLP: This school year, we will be undergoing an on-site Administrative Review.
- Monitoring student Bark accounts (online security/safety).
  - This system monitors student internet use and allows the administrators to block specific sites or content.
  - It has flagged several concerning student activity in Google Docs.
- Annual campaign materials were mailed to our community on December 5th.
- Staff annual campaign drive-currently at 74% participation
- Giving Tuesday - Oh, where do we start!!!
  - 8 sponsor videos and social media campaigns (Way to go team!!!)
  - All-sponsor thank-you campaign
  - Trivia game recorded (thank you to those who participated!)
  - Mailchimp campaign (three emails for GT)
  - Schedule/script for live event
  - Video management and tech for live event
  - Implementation of live event
  - \$17,500 raised
  - Handwritten thank you notes to GT donors

- Theme-aligned thank you note created

## Community Partnerships

- After-school clubs to be offered this fall: Taekwondo, Girl Scouts, Newspaper Club, and Rubik's Cube Club.
- Mother Hubbard's Cupboard: building a close relationship
  - 5K donation was transferred
  - Early Childhood coin drive - \$410 raised
  - Item-specific drives for Mother Hubbard's Cupboard: diapers, granola bars, and mac'n'cheese; drive runs through December 17th—spread the word, remind your friends!
  - PAC is planning on partnering with MHC for the family service project
  - Upper elementary will be volunteering in small groups at MHC throughout Dec, Jan, Feb
- Volunteer teaching tai chi in Walnut (ABC Chi)

## Facilities Completed

- Forest and Hickory HVAC transformer replacement
- Walnut bathroom lock replacement
- Maple bathroom floor transition strip replacement
- Monthly pest control mitigation in the main building

## Pending

- Magnolia roof leak and ceiling repair

## Communications

- Bi-weekly newsletters, Facebook posts, and flyers
- Montessori Moment blog (3 new posts) on the BMS website

## Finances as of 11/30/2025

- Main checking: \$205,969.16
- Money market: \$239,948.88
- Café Account \$10,317.77
- Fundraising Accounts: Savings \$2,440.12, Checking \$7,698.11, Paypal \$230.51
- CD \$ (ECR money matures 6/16/26): \$113,979.92

## Investment Accounts 11/30/2025:

- Fundraising: Started at: \$65,000, Currently at: \$83,595.67
  - Cash Management: Started at: \$100,000, Currently at: \$105,422.63
  - Long-Term Fund: Started at: \$483,978.00, Currently at: \$ 549,411.75
  - IUCU Loan balance: 4%: \$412,080.40
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- Delinquencies: 2024-2025 - \$384.20 (three families), 2025-2026 - \$3,717.80 ( six families)

## 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; addition of Sagamore Scholarships for Education Choice

-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 to target a smaller 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 - two part time staff hired

○ Project: Hire Counselor/Therapist

○ 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: **6:58pm**

Respectfully submitted by Christine Lovelace, Secretary