

Bloomington Montessori School

Board of Directors Meeting Minutes

October 21, 2025, 6:00 pm, Zoom

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 – **6:08 pm**

Welcome

Approval of Minutes from the September 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 in the September meeting.
- Changes made by the admin team to documents for the National School Lunch Program (NSLP) Tri-Annual Review were looked over and approved by the committee.
- Health Department policy requirement updates have happened, and work will continue on the Chemical Hygiene policy.

- EC 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]

Governance Committee

Anne Sterling, Vice President

Governance Committee Business

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

Current Projects

Board Membership + Recruitment

- Governance will meet on October 30th to review board check ins and confirm open board positions that need to be filled.
- Tentatively need to fill 3 openings, 2 of which are executive positions: Secretary and Treasurer.

- Bylaws require a minimum of 7 board members and a maximum of 12. We are currently at 10.
- A conversation was held so that everyone understood how to explain the change in the Board Member elections.
 - In the past, the articles of incorporation stated that BMS had members. These members presumably paid fees to be part of the membership (beyond tuition) that gave members voting privileges.
 - This is no longer how BMS is structured.
 - The articles of incorporation were updated after legal counsel was
 - Quinn and Janelle reached out to founding members of BMS but no one was able to speak to this old structure.
 - Notice was posted in the Herald Times about the change giving an opportunity for the public to comment.
 - In the recent past, families were asked to vote on a slate of Board members.
 - We will now be a self propagating board
 - The board will vote on candidates from within the BMS community and outside the community.
 - The next communication with the BMS community around this will be closer to the time when a Board slate is shared.
 - The main reason for the change was that the governance structure was outdated and not reflective of the current school structure. This was a way to bring our processes into modern best-practices.
 - The other reasons included the past difficulties in getting families to participate in the voting process, and the fact that this vote was not as meaningful a form of participation as applying for board membership or serving on the nominating committee.

Nominating committee

- The Nominating Committee will be comprised of 6 members: Anne as head of Governance committee, 3 parent members (Sierra Lee, Jhondra Funk, need one more), staff member (McKenzie), and another at-large board member (Lisa Ziemba).
- One more parent needs to serve on the Nominating Committee.
- The first nominating committee meeting will take place in late October/early November.
- Discuss at October board meeting communication to families regarding change in voting.
- Will need to recruit for Secretary and Treasurer. The preference is that internal members serve in those officer positions.

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.
- We are working to increase awareness and community involvement by increasing visibility of marketing materials. PAC decided at our September meeting to trial 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).
- Past Events (since last board meeting) -
 - Bowling at Classic Lanes - The bowling event was on Sunday, October 5th. We had 60 people registered to bowl down from about 100 last year. Registration only included people planning to bowl not everyone in attendance. Less people attended the event than were registered but those in attendance really enjoyed it and had a great time. There is speculation that attendance was down because there were conflicts this weekend, including the BMS community organized camping trip.
 - Food Truck Friday - October 10th
- Upcoming Event - Fun Run and Fall Festival, Sat. Oct. 25th at Fowler Pumpkin Patch
- 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.
- PAC is partnering with Mothers Hubbards Cupboard for Spring
 - SNAP benefits will be cut for many people in the Bloomington community starting next month and MHC's funding has been cut so they will need extra assistance serving a larger community need.

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. There are still open volunteer opportunities for both these events.
- 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.
 - Art collection has been slow. PAC will be meeting to discuss timeline and additional methods for encouraging submissions.

Finance Committee

Joanna Woronkowicz, Treasurer

Committee Business

- Next meeting: December 8th, 2025 @ 12.30pm ET
- The Finance Committee has discussed the option of the school enrolling in the Sagamore Institute's Scholarship for Education Choice program and is seeking feedback from the BoD.

Financial Review

- The school's financial position is approximately 21.7% higher than this time last year, with approximately \$1.291 million in cash and investments. The difference can primarily be attributed to funds raised and interest earned on investments. Current assets are up approximately 16.1% from last year, and total liabilities are up by about 1.9% compared to last year. Equity is up by 17.4%.
- As of September 5, 2025, the current investment balance is \$734,092. Since the account's inception, the school's investment funds have generated gains of 4.89%.
- Alex asked why Employee salaries are lower than last year this month.
 - This is a temporary state.
 - This month had less payrolls but this will be made up next month with more payrolls.

Current Projects

- The Finance Committee will address Scholarships in the coming academic year. [3]
 - Opportunity to enroll in the Sagamore Institutes' Scholarships for Education Choice (SEC)
 - Allows individuals and businesses to donate to the scholarships and receive a 50% tax credit in Indiana.
 - The school would determine scholarship eligibility.
 - 5-10% administrative costs are retained by SEC
 - There is a concern about cannibalizing unrestricted funds.
 - Jess voiced concerns about replacing a long-term vision for endowment-funded scholarships with this shorter term tactic.
 - This is a question that Quinn will bring to the SEC.
 - Garrett's understanding of the program is that the money must be used within a year; however, he did not know if that could be put into an endowment.
 - The seven scholarships that are currently funded through the general fund, could be funded through the SEC funds and then those general funds could be put into
 - Donors would get a 50-80% credit with SEC versus a 32% deduction.
 - BMS already does income verification, so this would not add much extra administrative in this area.
 - Alex had questions about how much money was raised
 - The \$31,000 that was
 - This is not a backdoor voucher program?
 - This can be partnered with a voucher program but does not have to be.
 - This is the same organization that brought Jacinta here
 - Anne asked if we tried this for a time and were not satisfied with it, how hard would it be to end the program.
 - Quinn will add this to the list of questions for the SEC.

- Quinn's initial
 - Janelle wanted to know what the impact would be on our other needs.
- SEC funds can only be used for scholarships
- Adrianna wanted to know if this will conflict with legacy donations?
 - People will be more likely to do legacy donations if they can get
 - Jess pointed out that these would not be legacy donations if they couldn't go into the endowment.
 - Garrett said that these funds can replace the already budgeted scholarship funds from the general fund and those general funds could go into an endowment fund.
 - There would be logistics to work out around the timing of this.
- Cyndi would like to find out the logistics around the audits and administration of the scholarships, especially since we have students needing scholarships
- Anne asked what the Board responsibility is in the decision-making process.
 - Joanna felt that the finance committee had authority to make this decision without a full Board vote.
 - The Finance Committee wanted to get the Board's input.
- Christine wanted more information about the testing requirements.
 - The CTBS test we use is a norm-referenced test and SEC has already verified that our testing qualifies.
- This would not be used for Giving Tuesday donations in the first year, but would be used for sponsors.
 - Jess pointed out that this would reduce our
- Lisa asked if the Finance Committee could do some scenario testing to see how it will impact fundraising and budgets.
 - Capital improvements and teacher training come from the fundraising funds.
 - We would have to make above and beyond

- Quinn still wants to save 30% in the fundraising account as well.
 - Please get your comments and questions to Quinn by October 30th.
- The Finance Committee will continue to monitor investment performance and propose adjustments to the investment strategy if needed. [1C]

Development Committee

DeJohn Rose, Committee Chair

Committee Business

- 5K/Fun Run is on October 25. Registrations are behind last year, so we need to get the word out. Volunteers are also still needed.
- Chipotle Dine Out Fundraiser - November 4, 2025, at Chipotle on College Mall Road. 25% of the proceeds go to the school!
- Board Member Giving Form and match planning - please complete by the November Board meeting
 - o Quinn will send this to Board members today.
 - o We need 100% Board participation. The pledge can be any amount.
 - o Please let DeJohn know if you have ideas for sponsors for Giving Tuesday.
- Art to Remember collections are ongoing.
- Next meeting: October 29, 2025, at 11 am on Zoom

Current Projects

- We received \$3000 in sponsorships for the 5K/Fun Run. Up from last year.
- Annual campaign planning is underway with the letter and imagery finalized. One sponsor is committed, and other asks are ongoing. Let DeJohn know if you know anyone who might be interested in sponsoring. \$500 for a half hour and \$1000 for an hour.
- The Believe Kids fundraiser finished well, and we are analyzing whether it makes sense to renew for next year. Catalog fundraisers were planned for a 3-year cycle based on prior performance. Performance has been steady, but about half of the funds raised are monetary donations, and it is debatable if the program aligns with BMS values.
 - o They take 20% of cash donations.

- o There were many Board members who voiced their displeasure with the consumerism, plastic toys and malalignment with our values.
- o How can we align the motivation/incentive with experiences or things that the children would enjoy rather than acquiring stuff?
- o This fundraiser is easy money from the administrative perspective.
- o We can explore a different catalog or different ideas altogether.
 - Multi-cultural learning baskets.
 - Stuff an envelope fundraiser
 - Take-a-hike challenge
- o Please send your ideas to DeJohn.
- Working on a “Ways To Support BMS” cheat sheet with signup links and program details about ongoing fundraisers, Box Tops for Education, Kroger, and Scholastic.

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: \$1,750. The number reported here reflects transactions recorded through FACTS Giving and through donations made at BMS 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:\$5,153.50
- Donations from Reflect Martial Arts: \$812.50
- Merchandise:\$254
- 5K Trail Run/Family Fun Run: \$3000
- RaiseRight Scrip: \$48
- Kroger Rewards: \$334.87
- Scholastic Books:
- Art to Remember:
- Box Tops For Education:

- Eat and Earn:

Operations

Quinn McAvoy, Jess Davis, and Cyndi Williams

Enrollment Update

- Enrollment tours continue.
- New Student Enrollment: One student - All Day EC. In-house Transfer: One student - All-Day EC to Half-Day EC. We have a waitlist for the all-day youngest group and the fourth-grade group.

2025-2026 Enrollment

	Actual October Enrollment 2025-2026	Classroom Capacity 2025-2026	Budgeted Spots 2025-2026
Half Day	48	54	48
Half-Day Lunch Program	24	24	19
All Day	58	60	60
Lower EL	61	66	60
Upper EL	39	39	39

Staff

- Kellie Havert will continue her maternity leave, returning on January 5, 2026.
 - Her son is home and doing well.
- Anna Wegerson has started her maternity leave and will return on January 20, 2026.
 - Her son was born on Sunday and both are doing well.

Advocacy

- Quinn and Jess continue their work with the United Montessori Schools of Indiana.

- Quinn was voted in as VP.
- UMSI's annual conference is November 7th-8th.

Curriculum

- mClass math screener baseline administration is in progress for 1st-5th graders; Jess and Felice (our new interventionist) are implementing
- ASQ developmental screener was administered for all students 60 months of age and younger, and they have been scored and summarized for conferences
- DIBELS reading screener has been administered and scored for all students K-6 (teacher-administered, admin scored; this should be the last time screener has to be manually scored now that we have software for this).
- Jess is facilitating the Universe Book project for first graders (an art panel book integrating history and science; great opportunity to build relationships with students as they transition to elementary and may need more support).

Student Services

- Ongoing ISP and accommodation plan review meetings with families/teams.
- Felice Pierce is our new MCCSC partner, with 20 years of experience as an aide and interventionist in the public setting. She is now our special education paraprofessional, 21 hours per week, and will be focused on push-in and pull-out intervention for those who qualify, K-6th.
- Callie Wood is a new interventionist as well, paid for by Title I funds, working 15 hours per week. Her grant covers working with children who qualify for free or reduced lunch, in a home-school district that has a Title I school, and who need academic support. She has seven children on her caseload and is doing push-in services focused on academic support and task-completion skills.
 - Several students are already receiving special education services
 - Independent path completion skills

Professional Development

- Jess continues a master's degree in Teaching, Learning, and Curriculum.
- Jess is beginning two online mathematical mind courses through Stanford to begin our math curricular review focus for the year.
- Nick continues a master's degree in Teaching, Learning, and Curriculum.
- Cyndi attended the National School Lunch Program (NSLP)'s Back to School Updates, Allowable Costs Webinar, and Lunch Verification.
- Emily attended NSLP's Annual Training.
- Jess completed the DIBELS mClass training; teachers will be completing a portion for the November PD day focused on administration and scoring of DIBELS on the new online platform.

Administrative

- New BMS logo merchandise has been ordered, and the sale is ongoing.
- The website was updated with a new logo and color scheme.

- NSLP: This school year, we will be undergoing an on-site Administrative Review. As part of this process, our Wellness Policy was evaluated and updated, then reviewed by the Executive Committee.
- The NSLP After Care Snack Program started on October 6th.
- NSLP 2024-2025 Procurement report filed.
- Monitoring student Bark (online security/safety) accounts.
- Annual campaign materials developed.
- Attendance policy exemption form has been developed for children with chronic medical conditions.
 - This is to comply with state disability laws.
- Continued work with Wilding, Inc. (parent Luke Frydenger) on the BMS promotional video. New footage has been recorded.
- Cyndi and Quinn are starting work on the audit and is projected to complete by January.

Community Partnerships

- Dr. Lisa Thomassen: Parent and Staff Forum on the impact of screen time on kids, October 28th, 6:00 pm-7:30 pm.
- Early Childhood classrooms are doing field trips to the Bloomington Community Orchard this month. Magnolia has gone, Hickory is in the process of scheduling.
- After-school clubs to be offered this fall: Taekwondo, Girl Scouts, Newspaper Club, and Rubik's Cube Club.
- Mother Hubbard's Cupboard will be our Community Partner again for the 2025 Fall Fun Run.
 - Seven paid sponsorships, two in-kind sponsorships
 - Sponsor highlights are running on social media platforms (FB and Insta)
 - Registration closes October 24th, event October 25th
 - 89 registrants on October 19th, goal is 100 by the 24th
 - Jess completed the walk-through with Fowler's and is making new signage for the runner direction
- Volunteer teaching tai chi in Walnut (ABC Chi)

Facilities

Completed

- Bathroom ventilation fans in Sweetgum and Hickory have been replaced
- Filter changed in the water bottle filler station in the Main Building Commons
- Annex gutters cleaned
- Monthly pest control mitigation in the main building
- Wifi/internet speed/computer speed checked and reconfigured; Student Chromebooks updated

Pending

- Kitchen - Food disposal - Replacement/repair on-hold/pending because it seems to be working now.
- The French drain on the Sweetgum playground needs to be rodded

- It is compacted with mud, debris and woodchips.
- Roto Rooter has been scheduled to come out.

Communications

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

Finances as of 9/30/2025

- Main checking: \$173,336.67
- Money market: \$225,369.78
- Café Account \$8,794.42
- Fundraising Accounts: Savings \$30,383.59, Checking \$29,065.60, Paypal \$213.85
- CD \$ (ECR money matures 6/16/26): \$113,144.90

Investment Accounts 9/30/2025:

- Fundraising: Started at: \$65,000, Currently at: \$67,901.08
- Cash Management: Started at: \$100,000, Currently at: \$104,283.84
- Long-Term Fund: Started at: \$483,978.00, Currently at: \$545,082.92
- IUCU Loan balance: 4%: \$423,193.21
- Delinquencies: 2024-2025 - \$384.20 (three families), 2025-2026 - \$2,114.05 (five families) - some of these are just logistical and timing issues and Cyndi is working with the families.
- Fundraising funds will be reallocated to their respective accounts, leaving the fundraising accounts with 10% of last year's proceeds plus this year's donations. 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: **7:41pm**

Respectfully submitted by Christine Lovelace, Secretary