

# Bloomington Montessori School

## Board of Directors Meeting Minutes

January 13, 2026, 6:00 pm, Zoom

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### 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 – **6:03 pm**

### Welcome

### Approval of Minutes from the January Board Meeting

- Alex motioned to approve the minutes, and Anne 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 Jan 8, 2026, 11 am
- Next meeting: Feb 5, 2026, 11 am

### Current Issues

- The Chemical Hygiene policy has been reviewed within the Executive Committee and will be presented at the next board meeting for first reading.
- Quinn reviewed documents with the EC regarding 401k plan language changes regarding employer matches. BMS's contribution will be at 2% and 3% depending on which plan the staff are enrolled in. The IRS guidelines for these numbers dictated some of how the plans can be matched, and the language and numbers were adjusted accordingly.
- EC still needs to begin the review process of 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.

- Work has begun on guidance documents for EC internal workflow as well as legacy documents for transitions.
  - Janelle commented that this work had been delayed due to AOI work at the end of the last school year.

## 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

### Committee Business

- Next meeting: April 6<sup>th</sup>, 2026 @ 12.30pm ET
- Joanna is working on a document to help inform the strategic planning process.

### Financial Review

- The school's financial position is approximately 26.63% higher than this time last year, with approximately \$1.349 million in cash and investments. The difference can primarily be attributed to funds raised and interest earned on investments. Current assets are up approximately 19.28% from last year, and total liabilities are down about 0.47% from last year. Equity is up by 17.86%.
- As of January 9, 2025, the current investment balance is \$750,234. Since the account's inception, the school's investment funds have generated gains of 5.08%.
  - February national school lunch program audit is coming up.

- Quinn received a draft of the year-end 2024 state audit, which will be submitted to the Treasurer before being posted to the website. The auditors will then prepare our I-90s for filing.
- Joanna is starting strategic planning documents for the Finance committee, which will be overseen by Quinn, Cyndi, and Janelle.

### Second Reading of the Budget

- Alex asked about the computer repair line item 5008. Cyndi and Quinn explained that the \$17,000 is used to repair student and teacher devices. This amount also covers Wi-Fi and device upgrades, should the school need them.
- Garrett mentioned that the 10-month tuition inflow cycle could be capitalized instead. Cyndi said she would look into that with the auditors.
- Elizabeth motioned to approve the 2026-2027 budget, and Garrett seconded the motion. The motion to approve the budget passed unanimously.

### 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]

## Development Committee

### Committee Business

- Shop the Scholastic Book Fair this week, Jan 12-16, in the Commons!
- Help Needed: Silent Auction
- Please submit your board member pledges
- Next meeting: January 28, 2025, at 11 am on Zoom

### Current Projects

- The annual campaign is underway, with the Giving Tuesday kickoff on December 2, 2025. To date, 57 people have donated, totaling \$34,363.00.
- The Scholastic Book Fair will be held in the Commons from January 12th to 16th. Book fair dollars can be more beneficial than money raised from online/catalog sales because

if we reach the sales goal (\$3,500+), we can receive 25% of our sales back in cash. We also have the option to receive 50% of our sales back in scholastic dollars, or we can use a combination of both.

- We are looking into hosting a major donor event in the spring

### 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: \$30,313. 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.
- Sagamore Scholarship Fund: \$11,000 donated, \$10,175 net
- Believe Kids:\$5,153.50
- Donations from Reflect Martial Arts: \$1,462.50
- 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:\$30.60
- Eat and Earn: \$358.11
  - o Janelle asked for clarification about the types of items that we were collecting for the silent auction, and Dejohn said that, at this point, we are accepting pretty much all items.

## Governance Committee

### Committee Business

- Board membership

- Nominating committee work
- Next meeting: Thursday, February 26th at 11:30 a.m.

## Current Projects

### Board Membership + Recruitment

- Need to fill 4 openings, 2 of which are executive positions: Secretary, Treasurer, 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 will be comprised of 6 members: Anne, head of the Governance committee; 3 parent members (Sierra Lee, Jhondra Funk, William Kanyi); a staff member (McKenzie Holmgren); and another at-large board member (Alex Burch).
- Board applications will close on January 19th. So far, we have 3 applications.
- Refresh of board interview questions to better align with BMS values - Anne & Quinn working on & will run by the Executive Committee for review.

### Strategic Plan Subcommittee

- Kickoff meeting in early January.
- Committee chairs to update the current strategic plan

## Parent Action Committee

Adrianna Fernandez, PAC Co-Chair

### Committee Business

- Next meeting: January 21, 2026

## Current Projects

- PAC is currently confirming details with Mother Hubbard's Cupboard for the Spring schoolwide service learning project. The details and timeline for this project will be finalized at the PAC meeting on January 21.

- 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).
- Registration for the PAC organized roller skating event is open now through Friday, January 30. This is PACs third year organizing this event. Outside of the Spring Fling and Fall Festival, this event has historically had the highest attendance. The roller skating event is at Western Skateland on Sunday, February 1st from 1:00 pm to 3:00 pm.
- Other Upcoming Spring Events -
  - 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

- Help spread the word about spring events. Volunteer opportunities for these events are available and posted on the school's volunteer SignUpGenius.
- Art to Remember now allows schools to keep their website active through the remainder of the academic year. This means families can continue to upload artwork and place orders for shipment to their homes past the initial December 31 deadline. The school will continue to earn a 25% profit on all purchases made now through the end of the school year. Since this is a new offering, PAC will discuss this opportunity and market it to the BMS community at our next meeting.

## Operations

### January Operations Report

Report Created By: Quinn McAvoy, Jess Davis, and Cyndi Williams

Report Month: January 2026

## Enrollment Update

- Enrollment tours continue.
- Student Enrollment: One-half-day and one all-day EC student started this month. We have a waitlist for the all-day youngest group and the fourth-grade group.
- Intent to Return Forms for the 2026-2027 school year are open January 16th through 30th.
- New student enrollment calls will start the week of January 26th with our Youngest groupers' spots.

## 2025-2026 Enrollment

	Actual January Enrollment 2025-2026	Classroom Capacity 2025-2026	Budgeted Spots 2025-2026
Half Day	44	54	48
Half-Day Lunch Program	24	24	19
All Day	59	60	60
Lower EL	59	66	60
Upper EL	39	39	39

## Staff

- We are reviewing resumes for our Lower Elementary Aftercare position. Paola Tavarez will continue to cover aftercare until we hire her replacement.
- Anna Wegerson will return from maternity leave on 1/20/26.
- Our MCCSC special education teacher, MJ, has switched schools. Her last day was December 19th. Our new MCCSC special education teacher, Kristian Holmes, started on 1/6/26

## Advocacy

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

## Curriculum

- Upper elementary will be volunteering at The Hub food pantry and the Bloomington Community Orchard this semester

## Student Services

- Ongoing ISP and accommodation plan review meetings with families/teams.
- Student service and resource allocation rosters are reviewed by the classroom throughout the month of January (Jess meets with Leads).
- Amplify Math Screener will be readministered for progress monitoring, and the DIBELS Reading Screener will be readministered to any students who scored below grade level in September this month. Results will be used for curriculum planning, allocation of interventionists, and to inform progress reports in February.
- Terra Nova standardized test administration is later this month. Test ordering and coordination are complete. We are awaiting one more shipment of materials that was expected on 1/5.
- Sandpaper letter parent volunteer training on 1/7

## Professional Development

- Jess continues a master's degree in Teaching, Learning, and Curriculum.
- Nick continues a master's degree in Teaching, Learning, and Curriculum.
- Cyndi attended the FACTS Advance Accounting Quarterly training on Reports and Reconciliation.
- Jess will attend the Mathematical Mind Leadership Summit at Stanford later this month, then prepare a presentation for BMS staff during the February PD day on key takeaways.
  - Completed two Stanford Online courses as prerequisites for the summit

## Administrative

- Cyndi and Quinn are working with ERAG on the FY24 audit.
- Updated staff peer evaluation forms.
- Montessori Moment (website blog) postings
- NSLP: This school year, we will be undergoing an on-site Administrative Review on February 12th and 13th.
- Monthly monitoring of student Bark accounts (online security/safety).
- Some annual campaign mailings/donations have been coming back to us. We currently sit at \$34,363 raised toward the 2025-2026 annual campaign.
  - Last year's total was \$31,759
- Explored donated space and drafted a budget for a possible donor stewardship spring or fall event
- Updated and wrapped up strategic plan documentation to prepare for the new strategic plan cycle
- Final grant report submitted for the lower elementary Master Gardener invasive species grant that funded the classrooms' service work this year.

## Community Partnerships

- After-school clubs to be offered this spring: Taekwondo, Girl Scouts, Newspaper Club, Rubik's Cube Club, and possibly Chess Club.

- Alex asked about how the clubs were formed, and Quinn gave a rundown of each of the clubs and how they were being run. She mentioned that the run club was cancelled due to a funding loss from the health department.

## Facilities Completed

- Dishwasher repaired
- Dish disposal repaired
- Dishwasher booster repaired
- Monthly pest control mitigation in the main building
  - Janelle inquired about the floor drain repair, and Quinn said she would circle back with an update.

## Pending

- Magnolia roof leak and ceiling repair-waiting for consistent dry warm weather

## Communications

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

## Finances as of 12/31/2025

- Main checking: \$221,331.04
- Money market: \$240,552.10
- Café Account \$11,719.22
- Fundraising Accounts: Savings \$2,440.95, Checking \$22,428.99, Paypal \$238.84, Sagamore \$10,175
- CD \$ (ECR money matures 6/16/26): \$114,406.63

## Investment Accounts 12/31/2025:

- Fundraising: Started at: \$65,000, Currently at: \$83,732.08
- Cash Management: Started at: \$100,000, Currently at: \$105,615.14
- Long-Term Fund: Started at: \$483,978.00, Currently at: \$553,580.35
- IUCU Loan balance: 4%: \$412,080.40
- Delinquencies: 2024-2025 - \$384.20 (three families), 2025-2026 - \$6,725.50 (eight 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: **6:40pm**

Respectfully submitted by Janelle Terkhorn, President