

# Bloomington Montessori School

## Board of Directors Meeting Minutes

August 13, 2024, 6:00 pm, BMS

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### Board Members Present

- Allison O'Boyle
- Janelle Terkhorn
- Christine Lovelace
- ~~Hilary Kanyi~~
- Tracey Warren
- Ge Yan
- Anne Sterling
- Chad Lochmiller
- Joanna Woronkowicz
- ~~Russ Clark~~

### Staff Members Present

- Quinn McAvoy
- Jess Davis
- ~~Gyndi Williams~~

## Classroom Tour

Jess Davis – Assistant Head of School – **6:05 pm**

- Tour of Hickory, Sweet Gum, Maple and Forest classrooms
- Presentation of information about Montessori philosophy and practice
- Montessori Trivia

## BOARD ORIENTATION PRESENTATION

**7:10 pm**

These minutes provide an overview of topics covered. See the Board Orientation for more information.

### Accessing Board Information

- All files are in the BOD Google Drive folder

### Accessing School Resources

### Board Member Expectations

- Check email regularly
- Committee work
- Showing up to meeting
- Review documents and come prepared for meetings
- Voting within a 24 hour period
- Visibility and community participation
  - attend 3-4 events per year
- Development and fundraising participation
  - Donate to kick off the annual campaign
  - Facilitating introductions and sharing resources

## Mission, Vision and Values

- We embody the school values by participating fully in our work, engaging in honest, open and respectful communication, centering Montessori pedagogy

## STRATEGIC PLANNING

- Transparency, Clarity, Consistency
- Translating values into action
- Strong sense of community
- Holistic education and development
- A well prepared environment

## Operations Strategic Planning

Quinn McAvoy

- Operations
  - Reading - Formative and generative assessment strategies training
  - Enrollment - extracurricular activities
  - Communication - parent engagement (volunteering, etc.), response to surveys
  - Facilities - carpeting and painting
- Value Alignment
  - Campus sustainability - waste reduction
  - Nurturing peaceful, self-reliant, empowered citizens - interventionist
  - Evaluate options for staff counselor

## Executive Committee Strategic Planning

Janelle Terkhorn

- Committee Char strategic reports
- Review of strategic review for the community
- Consistency of handbooks
- Cohesion and clarity of parent experience of handbooks
- Documenting current practices
- Executive Committee decision tree internal documentation
- Governance/Executive Committee collaboration on community outreach for Nominating process
- Governance/Executive Committee collaboration on officer transitions

## Finance Committee Strategic Planning

Joanna Woronkowicz

- Education and transparency
  - Post form 990 to website within 30 days of filing
  - Add link to profile on GuideStar
  - Develop school finances FAQ and post to website
- Record Organization
  - Review physical records and convert to electronic as appropriate
  - Reorganize Google Drive
- Investments
  - Discuss goals for use of investment pots

## Governance Committee Strategic Planning

Allison O'Boyle

- Regular check-ins with Board
- A balanced set of expectations and accountability for Board Members
  - Bylaws and Board policy review
- Building practical experiences into orientation and on-boarding
- Nominating Committee and Board Makeup

## Development Committee Strategic Planning

Allison O'Boyle

- Building community relationships
- Marketing
- Internal organization
- Scholarships

## PAC Committee Strategic Planning

Tracey Warren

- Enhance communication
- Community building
- Internal organization

## BOARD ROLES IN DEVELOPMENT

Allison O'Boyle

- Cultivating a culture of enthusiastic support for BMS
- Chair and lead a Development Committee to engage volunteers, share workload...
- Network
- Engage and manage volunteers on specific projects, particularly events

## ADA TRAINING

- See presentation slides

## APPROVAL OF THE MAY 2024 MEETING MINUTES

- Allison motioned to approve the minutes, Joanne seconded the motion.
- The minutes were approved unanimously

## OPERATIONS

Quinn McAvoy

### Enrollment Update

- All summer camp sessions were fully enrolled.
- Enrollment tours continue.
- There are two pending all-day YG student enrollments.
- We have a waitlist for the all-day middle group, lower elementary, and upper elementary programs.

<b>Group</b>	<b>Actual August Enrollment 2024-2025</b>	<b>Classroom Capacity 2024-2025</b>	<b>Budgeted Spots 2024-2025</b>
<b>Half/Full Day</b>	39	54	49
<b>Half-Day Lunch Program</b>	18	24	19
<b>All Day</b>	57	60	60
<b>Lower EL</b>	66	66	64
<b>Upper EL</b>	40	39	39

**Staff**

- At the end of last school year, we celebrated our staff members with memorial items for their years of service. Seventeen staff members were acknowledged.
- At the beginning of this school year, we welcomed three new staff members: Sam Stimer, Alex Johnson, and Sophia Waxler.
- Quinn will be out on medical leave from August 26th - September 23rd, but will be working from home September 3rd through September 20th. Jess will cover her absence.

**Curriculum**

- Our annual focus area is the development of executive function skills.
- Teachers will pilot the DIBELS Reading Assessment as a supplemental assessment this year.

**Advocacy**

- Jess continues her work as President of the United Montessori Schools of Indiana.
- Jess is continuing her work as Secretary of the Board for the Montessori Public Policy Initiative (Washington DC)

**Student Services**

- Ongoing ISP and accommodation plan review meetings with families/teams.
- To support children and families proactively, we will institute universal developmental screeners in the early childhood program next year. 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 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 two new MCCSC partners (a special ed teacher who will be at BMS about 5-6 hours a week and an SLP who will be at BMS a couple of days a week - see welcome and bios in the newsletter). We also have Terri Chase returning 40 hours a week as a special ed paraprofessional.
- Jess has worked with teachers and MCCSC to finalize student lists currently eligible for student services and to identify possible referrals.

## Professional Development

- Jess continues a master's degree in Teaching, Learning, and Curriculum
  - The final project for the current course is a strategic plan for a school equity audit, which will be a nice resource for our current work.
- Jess has completed the Montessori Inclusion School Leadership course through MMPI. Instructors reviewed the BMS website, handbooks, policies, and practices and believed BMS to be a model for inclusion. They asked BMS to present on its inclusion journey to the class and waived tuition in exchange.
- Staff completed an employee handbook and civil rights training on the August 5th in-service day.
- Jess is continuing the AMS Emerging Leader Fellowship. She has been assigned a mentor (the Director of the Montessori Education Department at Xavier U). A Tier 2 research project must be completed/published as part of the process. Jess's proposal has been approved. Her project will center around targeted, highly effective, and preferred professional development experiences based on role/length of career in the Montessori sector, using this to fuel school leadership and PD.

## Administrative

- The Staff Handbook was reviewed over the summer by our attorney and disseminated to our staff before the start of the school year for review.
- Our marketing campaign continues. Social media posts have been boosted. We will have 52 ads (26 radio, 26 TV) running as underwriters on WTIU/WFIU and are now listed as a business partner on their website. We are sponsoring the City of Bloomington Community Zoo (5 more occurrences on the second Tuesday of the month, at which we set up a booth at Switchyard Park).
- NSLP: Direct certification processed, applications will be sent out by email August 16th.
- The Staff Handbook, Parent Handbook, and Policy Handbook were reviewed and updated for consistencies.

## Community Partnerships

- MCHD donated hygiene products including soap, toothbrushes, pads, and tampons.

## Facilities

### Completed

- HVAC was replaced in the office on the second floor of the main building.
- HVAC was repaired in the main building commons.
- HVAC was repaired in the Maple classroom.
- Landscaping mulch projects completed.
- Kitchen appliances ordered and installed
- The exterior facade was repaired/replaced and painted.
- Sweetgum and Hickory bathroom wall was repaired/water/stain-proofed.
- The flooring project was completed.
- The interior whole-school painting project was completed.
- Solar panels were installed.
- The Hickory toilet was repaired.
- The downed trees were removed after the storm.

### Pending

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## Communications

- Bi-weekly newsletters, Facebook posts, flyers
- Quinn and Jess are working with Morgan on the new website. An active staging site, a site map, and examples of preferred website visuals have been submitted. Jess is providing Morgan with new content to add to the new site.
- A social media framework has been created to help our intern, Sophie (who will be returning for a second year with us), create a robust social media presence for the school next year. We also have a parent who has volunteered to help with this.

## Finances as of 8/31/2024

- Main checking: \$48,627.38
- Money market: \$217,730.70
- Café Account \$7,766.44
- Fundraising Accounts: \$49,257.19

### Investment Accounts:

- Fundraising : \$65,268.00



- Cash Management: \$134,824.82
- Long Term Fund: \$492,119.00
- Tuition Delinquency - 2023-2024 - \$4,106.42 (two families), 2024-2025 - \$ 6,190.00 (five families).
- IUCU Loan balance - \$ 498,936.69 (4% Interested paid in 2023 = \$22,744.45, YTD 2024 = \$12,137.66)

## Strategic Plan Accountability

### Project Updates

#### Operations-Curricular

#### Operations-Organizational

- Project: Increase Student Diversity-THREE-YEAR ABAR STRATEGIC PLAN IN PROGRESS-SEE DOCUMENT; blog posts updating families on the project will begin once the blog is up on the website.
- Project: Investigate and Implement Extracurriculars for Elementary Students -CHESS CLUB AND RUN CLUB SUCCESSFUL. ROCK BAND IS STILL AN OPTION. OPEN TO MORE IDEAS.
- Project: Consistent Social Media presence in PLACE; INTERN AND STAFF WILL BE WORKING TO INCREASE PRESENCE; MARKETING CAMPAIGN HAS BEGUN
- Project: Website Review and Revisions-IN PROGRESS
- Project: Higher Receptive and Expressive Communication Engagement with Families-
- Project: Parent Event and Task Engagement Improvement-
- Project: Foster Community
- Project: IU Teacher Education Program Exploration-ON HOLD DUE TO LOW SCHOOL OF ED ENROLLMENT; WILL STAY IN CONTACT WITH IU

#### Value-Alignment

- Project: Evaluate Solar Possibilities-COMPLETED, though may have a phase 2
- Project: Hire Interventionist-CONTINUING SEARCH
- Project: DEI Survey-SEE ABAR STRATEGIC PLAN
- Project: Equity Audit-SEE ABAR STRATEGIC PLAN

## Closing

Janelle Terkhorn – President

- Janelle thanked everyone for attending.
- Meeting Adjourned: **8:32pm**

Respectfully submitted by Christine Lovelace