

# Bloomington Montessori School

## Board of Directors Meeting Minutes

September 10, 2024, 6:00 pm, Zoom

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### Board Members Present

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

### Staff Members Present

- Quinn McAvoy
- ~~Jess Davis~~
- Cyndi Williams

## Preliminaries

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

### Welcome

### Approval of Minutes from the March Board Meeting

- Chad motioned to approve the minutes and Hilary seconded the motion. Motion to approve the minutes passed unanimously.

### Call for issues not on the agenda

- No issues brought forward.

## Finance Committee

Joanna Woronkowicz, Treasurer

Report given by Cyndi Williams

### Committee Business

- The Finance Committee has finalized its membership, which now includes Russ Clark and Tracey Warren.
- The school's investment accounts are up and running and being managed by e-CIO and now the Finance Committee will begin to discuss monitoring and planning the potential use of these funds.
- Next meeting: October 7, 2024 from 6-7pm

### Financial Review

- The school's financial position is relatively similar to this time last year, with over \$2.2 million in cash and investments. Current assets are up approximately 6.17% over last year, and total liabilities are down by 0.46% compared to last year.

- The current balance in investments is \$667,866. Since July 1, the school's investment funds have generated \$15,790.79 in returns (net of fees), gains of 2.77%.
- Teacher salaries are paid out over 12 months but income is paid over 10 months. The income brought in in those first months is saved to use over the two month difference between salary payout and income.

## Strategic Plan Accountability

- Investment
  - Finalize investment policy
    - Complete
  - Select investment advisor and develop plan
    - Complete
  - Monitor investment performance
    - In progress
- Record organization
  - Create policy governing document retention and management
    - Complete

## Next Year's Goals

- Education
  - Develop FAQs and post to website
  - Post Form 990 to website within 30 days of filing; add link to profile on Guidestar.org
- Record Organization
  - Review physical records and convert to electronic as appropriate
  - Reorganize Google Drive to avoid duplication

## Executive Committee

Janelle Terkhorn, President

## Committee Business

- Next meeting: November 7, 2024, 11 am
- No policies to be read this month

## Current Issues

- Air Quality Testing was performed by the Department of Health regarding Co2 levels that were detected as higher than recommended by a home testing device sent with a child. The Department of Health did not find any citable issues and the Administrative team has decided to follow through on Health Department suggestions to further improve air quality. The Administrative team will continue to monitor air quality in the building to assess if further actions need to be taken.
  - There was an article in the Harold Times about a family at Childs Elementary sending in an air quality test and finding issues, which may have inspired this family to send the test with their child.
  - Board members asked if there is a procedure for handling families taking initiative without engaging the school first. It is the school's preference that families come to administration to request testing or other action. Since this incident only measured air quality and did not involve a recording device or anything that would have infringed on privacy rights, the school did not choose to address the bypass of initial administration involvement.
  - A Board member asked if we have procedures in place for how we share findings. The Health Department had specific requirements about reporting.
    - It was agreed that the Board should be notified of any major developments prior to the rest of the school community being notified even if no Board input is needed.
- Committee Chair Strategic Plan updates will be altered in the near future to further improve monthly board reports.
- The Executive Committee is working on templates and checklists to ensure that policy changes made in the handbooks are made in a systematic way. This may include a need to formally submit changes and forms to the secretary for approval and updating.
- Articles of Incorporation are being read and reviewed to be sent to our lawyer. Changes to the AOI will include how we regard family membership at the school and this language will be incorporated into changes to the bylaws.
- Next meeting: November 7, 2024, 11 am

## Operations

- Please see Quinn's operations report.

## Strategic Plan Accountability

### Project Updates

- Strategic Plan Management
  - Plan Monitoring
    - EC, Secretary
    - Monthly report documents to be altered to meet needs of the strategic plan and group
- EC Procedures and Practices
  - Consistency in Practice
    - EC, Secretary
    - Checklists and best practices for handbook updates to ensure consistency

### Next Month's Goals

- Strategic Plan Management
  - Monitoring Overall Plan
    - Template Progress for monthly reports

## Development Committee

Allison O'Boyle, Committee Chair

### Committee Business

- 2024-2025 membership: Allison (chair), Amanda Cook, Ge, Janelle, Jess, Quinn
  - Current parent member still needed
- No documents for the Board to review at this time
- Next meeting: Monday, September 29, 2024, 9-10:30 am
- Annual fundraising goal will stay at \$50,000 including restricted funds. The committee recognizes that the goal may be difficult to achieve this year without a gala and silent auction. Effort this year will be placed into expanding external support of fundraising activities.

## Structural Support

- Sophie Freehauf is in her second year of internship at BMS. She will assist with marketing and obtaining event sponsors during the 2024-2025 school year.

## Current Projects

- Go Montessori edits are still in progress and expected to wrap up in October.
- Legacy and sponsorship packets are in draft form and slated for review in October.
- Fundraising policies have not been reviewed in many years and may be outdated. Work on policy review and edits is slated for the spring semester.
- Fall Fundraiser: Believe Kids is underway, with catalogs slated for distribution the week of 9/9.
  - It was suggested that it may help get people involved if we sent out an instructional video.
- Fall Fundraiser: Trivia Night has been moved to January due to difficulty locating a venue.
- Fall Fundraiser: Family Fun Run is in the process of being restructured to provide a timed 5K race as well as the traditional family 1-mile race. Both events are scheduled to occur prior to the Fall Festival at Fowler Pumpkin Patch on October 26. The Fun Run will be opened to a larger community, with a timing service and possibly run registration contracted to increase access to the runner community in Bloomington. Proceeds will be split between Bloomington Montessori scholarships and Mother Hubbard's Cupboard, a local 501(c)(3) addressing food insecurity. The goals are to increase attendance at the event, expand external attendance at the 5K, and increase awareness of BMS as a nonprofit and as a positive partner organization in the community. Sponsorship requests will start soon
- The annual campaign theme is "Walk Together on This Path of Life," an excerpt from a Maria Montessori quote emphasizing the importance of education and community. Materials are in development at this time.
- Ongoing fundraisers are Kroger Rewards and RaiseRight scrip. New flyers were created to advertise both programs. Two goals have been identified for RaiseRight, 25 families using the service this year and \$3,000 in net proceeds to the school. Parent Ricky Meade and Sophie Freehauf will assist with marketing scrip. Four physical gift card order windows will be offered this year in hopes that parents find ordering easier than using the RaiseRight website.
- Coffee chats and popcorn afternoons will be offered this year to highlight development events, especially Raise Right scrip. Coffee dates are 8-9 am on 9/27, 11/22, 1/31, 3/28, and 5/16. Popcorn will be offered between 3-4 pm on 10/25, 12/13, 2/28, and 4/25.

- A blog is in development for the website in order to educate the larger community about Montessori education.
- Merchandise is on order for Fall 2024.

## Fundraising Update

- Update notes: These numbers will be tracked monthly by project performance to provide better data for development decision-making in May. These numbers do NOT reflect bank deposits but are intended to report project progress. Deposits from organizations such as Kroger, Raise Right, and Believe Kids considerably lag the active fundraiser window.
- Finished projects: None yet
- Raise Right: \$66.65 in net proceeds in June/July 2024, which are included in the prior year's fiscal records. \$32 net proceeds in August 2024.
- BMS general fundraising: \$125 recorded in FACTS Giving from recurring donations to prior campaigns. \$2000 donated by check in August; this amount is currently not recorded in FACTS.
- August merchandise sales: \$35

## Strategic Plan Accountability

### Project Updates

- Building community
  - Alumni newsletter
    - Ongoing effort - newsletter contacts planned to advertise 5K, Giving Tuesday, and provide an end-of-year update.
  - Legacy packet
    - Legacy packet is in draft form and awaiting some final details. Development committee plans to review in October with the goal of May implementation.
  - Frontload information for parents with start of year email and calendar
    - Calendar, messaging, and back to school event all offered in August for families.
- Marketing
  - Website review

- Go Montessori is currently building the new website, which has a significantly updated look and layout. Website should be fully functional in October and will still provide “plug and play” functionality so that BMS staff can make regular updates.
    - Review school brochure and annual report for greater visual appeal
      - The annual report is in development and slated for a December/January release.
    - Develop blog with external target audience
      - A first blog post should be produced in Fall 2024.
- Internal Organization
  - Review and revise (if needed) current development/fundraising policies
    - Work slated for spring 2025
  - Create event rubrics to increase consistency and provide better structure for volunteer support
    - Work on silent auction and gala rubrics completed in Spring 2024. Work on other rubrics slated for spring 2025.
- Scholarships
  - Research similarly structured Montessori and/or secular nonprofit schools with scholarship plans. Goal is to learn about their funding sources, application process and marketing, decision criteria and the structure of the scholarships offered.

## Governance Committee

Allison O’Boyle, Vice President

### Governance Committee Business

- No business for the Board at the September meeting
- New membership: Allison (chair), Chad, Christine, Janelle, Quinn
- Next meeting: September 12, 2024, 11 am
  - Bylaws revisions as planned
  - Forms review for Nominating



## Governance Strategic Plan Accountability

### Project Updates

- Regular check ins on Board perceptions of structure and effectiveness
  - Project
    - RACI
    - Update
- A balanced set of expectations and accountability for Board members
  - Project
    - RACI
    - Update
- Building practical experience into orientation and onboarding
  - Update: Orientation split into new member/all members
  - Orientation revision
  - Inclusion of tour and on-site orientation for practical experience

### Nominating Committee Business

- New Membership: Board members Allison, Anne, Hilary; Parent members Sierra Lee, Ana Thomaz, Eric Walsh-Buhi; Staff member TBA
- No business for current Board
- Next meeting pending selection of a staff member and notification of their availability.
- Forms review in progress
  - New flyer for Board membership created
  - Board application converted to Google Form

## Parent Action Committee

Tracey Warren, PAC Co-Chair and Board Member-at-Large

### Current Projects/Events

- Bi-semester PAC General meetings (4 total for the academic year)
  - PAC General Meeting: Friday, August 16<sup>th</sup> at 9am

- 8 attendees including chairs and staff
- o Food Truck First Friday, Switchyard Park, September 6, 3:00 p.m.
- o PAC General Meeting: Friday, September 13<sup>th</sup> at 9am
- BMS Bowls at Classic Bowling, Sunday, September 15 @ 4:00 p.m.
- Fall Fest at Fowler Park, Saturday, October 26<sup>th</sup>
  - o 9:00am Fun Run
  - o 10:00am to 12:00pm Fall Festival
- BMS new family welcome emails

## Opportunities and Needs

Board Thoughts on the following: \* Strategic Focus Areas 1, 2, and 3

- PAC meeting attendance increase
  - o It was suggested that the PAC committee be a group of 5-6 parents who commit to planning events and leading projects as a core group for a year term. The PAC meetings would not be open to the general community, just those 5-6 members of the committee.
  - o The PAC committee could be put together in the Spring so that work on Fall events could start.
  - o Volunteer opportunities would then be posted for “hands-on-deck” help with the events.
- PAC Role with BMS Board
  - o Development and PAC coexist but are not the same
    - PAC recruits volunteers and hosts fun events that build community and connection.
    - Development is responsible for raising funds for the school.
- Changing PAC name: Confusion
  - o It was suggested that the name Parent Action Committee might reflect a different type of engagement with the school than it actually does.

- o It was cautioned against PTO, as we do not want to put any more responsibility on our teachers.
- o This could be a great place to engage parents in the naming process.
- Parent comments of PAC activity fees – fundraising, PAC general body meeting purposes, etc.

## Strategic Plan Accountability: Focus Area

### Project Updates

- o PAC Internal Committee - SWOT revisit
- o Continue with digital internal organizing ... Meeting Minutes & PAC Google Drive

## Operations

Quinn McAvoy, Jess Davis, and Cyndi Williams

### Enrollment Update

- Enrollment tours continue.
- We have a waitlist for the all-day middle group, lower elementary, and upper elementary programs.
- We continue to advertise for the open spots.

<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>	37	54	49
<b>Half-Day Lunch Program</b>	18	24	19
<b>All Day</b>	56	60	60
<b>Lower EL</b>	66	66	64

Upper EL	39	39	39
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## Staff

- Quinn is out on medical leave through September 23rd but will work from home from September 3rd through September 20th. Jess will cover her absence.
- We've run two sub-training sessions and one new staff training session. One more of each is being scheduled to accommodate subs and support staff who could not attend the others.

## 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.
- Jess is teaching Universe Book lessons to first graders.

## 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.
- We have several children going through the referral process now and will be revisiting our student services rosters on a class-by-class basis throughout September.

## 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 is continuing the AMS Emerging Leader Fellowship. She has been assigned a mentor (the Director of the Montessori Education Department at Xavier U).
  - Jess's research has been chosen for an IRB and publication. Data collection is in progress (through September 13), and dissemination will be in March.

## Administrative

- 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 (4 more occurrences on the second Tuesday of the month, at which we set up a booth at Switchyard Park).

- NSLP: Direct Certification Processed; New applications and information prepared for BMS families

## Community Partnerships

- Reflect Taekwondo Studio (Eve Cusack) is offering an after-school club.

## Facilities

### Completed

- Water bottle filler repaired in Walnut.
- Side Yard fence repaired

### Pending

- Air quality measures, as recommended by the recent ISDH testing/report
  - Quinn wanted to have more data points about the air quality issue.
  - The Health Department lent the device for a month.
  - Teachers must keep the windows closed during high humidity days and keep their HVAC thermostats set to the same temperature.
  - Quinn contacted Loren Wood and he sent an engineer from HFI to give us another perspective on the issue. The engineer did not believe we needed to change anything with our HVAC given the building is newer. He was confident that setting the systems correctly and uniformly and keeping the windows closed would correct any high levels of humidity.

## 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.
- Luke Frydenger is helping with social media (this is his area of expertise) and I am building a strategy document based on his recommendations (he recommends we move away from school-account posting goals and use funds to target search results).

## Finances as of 8/31/2024

- Main checking: \$103,427.51
- Money market: \$218,187.46
- Café Account \$8,499.79
- Fundraising Accounts: \$49,401.38 (staff development funds are being held in our IUCU Fundraising Savings account until needed)

#### Investment Accounts:

- Fundraising : \$65,447.00
- Cash Management: \$100,903.00
- Long Term Fund: \$501,090.00
  
- Tuition Delinquency - 2023-2024 - \$3,505 (one family; they have asked for consideration for the time being before we send their account to collections), 2024-2025 - \$3,990 (three families).
- IUCU Loan balance - \$ 493, 670.26 (4% Interest paid YTD in 2024 = \$13, 832.68)

## 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-Taekwondo (STATUS-ONGOING, BUT GOALS HAVE BEEN MET)
- 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: Hire Counselor/Therapist - COMPLETED, Partnership with Counselor Sky Adams
- 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: **7:02pm**

Respectfully submitted by Christine Lovelace, Secretary