



Bluffview Montessori

Bluffview Montessori Board of Directors Meeting
November 20, 2025
6:00 PM

Vision:

Empowered learners unfolding their full potential as whole and unique persons.

Mission:

Bluffview Montessori cultivates independent, curious learners and fosters respect while promoting community engagement for academic, civic, and personal fulfillment.

School Board Procedures; Rules of Order Policy 203.1

Call to order: Director Booth called the meeting to order at 6:02 PM on 11/20/25

I. Roll Call Attendance (Secretary)

Board Members Present or Absent:

Name	July	August	September	October	November	December	January	Feb	March	April	May	June
Meghan Booth	Y	Y	Y	Y	Y							
Anna Aarre	Y	Y	Y	N	Y							
Shelly Merchlewitz	Y	Y	Y	Y	Y							
Jessica McIlrath	Y	N	Y	Y	Y							
Stephanie Dunn	Y	Y	Y	Y	Y							
Kim Bell	Y	N	Y	Y	Y							
Kevin Mahoney	NA	Y	N	Y	Y							
Henry Schantzen (Ex-officio)	Y	Y	Y	Y	Y							

Guests and Community Members Present: N/A

Name	Relationship to Bluffview

II. Declaration of Conflicts of Interest

None indicated

III. Approval of Agenda as per Policy 203.5

Action Item: Approval of this Board Meeting Agenda

Motion: to approve agenda

Made by: Stephanie Dunn

Seconded by: Anna Aarre

Discussion notes: none

Vote: passed Yea: unanimous Nay:0 Abstain: 0

Decision notes: none

IV. Approval of previous months Minutes as per Policy 204

Action Item: Approval of Board Minutes from previous meeting:

Motion: to approve minutes from previous meeting

Made by: Kim Bell

Seconded by: Shelly Merchlewitz

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

Old Business

New Business

V. Open Forum/Public Comment as per Policy 206

A. Speaker name and comment summary: N/A

1.

VI. Consent Agenda as per Policy 203.6

A. Administration Report(s)

B. Committee Reports

C. Other/General information docs

Action Item: Review and approve the consent agenda.

Motion: Approve consent agenda

Made by: Kevin Mahoney

Seconded by: Shelly Merchlewitz

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

VII. Financial Reports: October FY26 Financial and Supplemental Reports, BMS Building Corp Q1 report

Action Item: Review and approve the monthly financial and supplemental reports.

Motion: Approve the October FY26 Financial and Supplemental Reports

Made by: Shelly Merchlewitz

Seconded by: Kim Bell

Discussion notes: the date on the Financials, page 3, is wrong-it should be tonight's date of 11/20/25. ADM=205 (2 new students last week so actual is 207), \$1,114,394.00 Cash Balance, check sequencing (Supplemental packet) has two mistakes-9670 should be 6970 (it was transposed) and 6973 is missing as it was a voided check, so checks 6968-6977 are accounted for including the two noted mistakes. On page 10- "local revenue- miscellaneous" seems to be off (notes a 1,373.2% of projected amount) upon review it appears this amount is mis-coded, it should be under "local revenue- donations and gifts." Inconsistencies in snack fee coding and amount are noted and will be clarified by HOS. On page 14 PreK tuition % amount appears low- per HOS this is down due to timing of billing and low # full day attendance. Question also regarding what "community service purchased services" entails, and why this is listed at >300% of budgeted amount- presenter clarifies this is a computer program error and also clarifies what is included in this subcategory (field trips, afterschool care). Discussed interest earned off account balances.

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

**on financial matters, if vote is not unanimous it must be recorded as a roll call vote.*

Action Item: Review and approve the BMS Building Corp FY26 Q1 report.

Motion: Approve the BMS Building Corp FY26 Q1 report.

Made by: Kim Bell

Seconded by: Shelly Merchlewitz

Discussion notes: This report is generated quarterly. Clarified what liabilities and revenues are on books for building corp.

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

**on financial matters, if vote is not unanimous it must be recorded as a roll call vote.*

VIII. Annual Financial Board Training-Travis Berends, Creative Planning

Action Item: informational only

Motion: n/a

Made by: n/a

Seconded by: n/a

Discussion notes: none

Vote: n/a

Yea: n/a

Nay: n/a

Abstain: n/a

Decision notes: n/a

IX. Audit presentation-CliftonLarsonAllen

Action Item: Approve the FY25 audit

Motion: to approve the FY25 audit

Made by: Shelly Merchlewitz Seconded by: Kim Bell

Discussion notes: clarification requested on accounting of total fund balance vs projected liabilities resulting in apparent deficit. Presenter, Luke Greden, noted that liabilities include projected amounts for pensions, bonds which are paid incrementally and whose actual amounts may fluctuate; which somewhat misleadingly can appear as a significant deficit

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

X. Board Training: Academic data: Capti data & Dyslexia

https://www.capti.com/capti-site/public/entry/family_support

Action Item: Review Capti data, answer questions the board may have about this new screening requirement.

Motion: informational only

Made by: n/a Seconded by: n/a

Discussion notes: none

Vote: n/a Yea: n/a Nay: n/a Abstain: n/a

Decision notes: none

XI. Policy: DRAFT BMS Food Authority Procurement Procedures Policy

Action Item: Second read, approval

Motion: approve BMS Food Procurement Procedures Policy

Made by: Shelly Merchlewitz Seconded by: Stephanie Dunn

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

XII. Policy updates: Single read approvals on policies 101, 213, 421, 516.5, 533, 621, 703.

Action Item: Approve policy updates

Motion: to approve policies 101, 213, 421, 516.5, 621, 703

Made by: Stephanie Dunn Seconded by: Kim Bell

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

Motion to table policy 533

Made by: Jessica McIlrath Second: Shelly Merchlewitz

Discussion: some issues raised with policy (use of food as incentives, classroom parties, etc) requiring closer review, will discuss again next month before approval

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

XIII. Announcements/Additional Business

A. Safety Protocols: is it necessary to send email to families each time a secure/ hold is called at school?

Discussion: Consensus that notifying parents with definition of hold and reassurance that students were safe during event should be routine. Also discussed potential needs for additional staff training. Suggestion made that this topic may be good for discussion at another meeting/ with appropriate committee.

XIV. Adjournment

Action Item: Adjourn

Motion: Move to adjourn the meeting at 8:34 pm.

Made by: Shelly Merchlewitz Seconded by: Stephanie Dunn

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none