



# Bluffview Montessori

Bluffview Montessori Board of Directors Meeting  
September 18, 2025  
6:30 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 6:34 PM on 9/18/25

**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									
Anna Aarre	Y	Y	Y									
Shelly Merchlewitz	Y	Y	Y									
Jessica McIlrath	Y	N	Y									
Stephanie Dunn	Y	Y	Y									
Kim Bell	Y	N	Y									
Kevin Mahoney	NA	Y	N									
Henry Schantzen (Ex-officio)	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: Shelley Merchlewitz      Seconded by: Stephanie Dunn

Discussion notes: none

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

Decision notes:

**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: Anna Aarre      Seconded by: Shelly Merchlewitz

Discussion notes: none

Vote: passed    Yea: 4      Nay: 0      Abstain: JM, KB

Decision notes:

**Old Business**

**V. Policy Updates:** Table policy 721 (tabled for further review last month for alignment with 797)

**Action Item:** Approve Policy update

**Motion:** n/a

Made by: n/a      Seconded by: n/a

Discussion notes: remains tabled

Vote:      Yea: unanimous    Nay:    Abstain:

Decision notes:

**New Business**

## **VI. Open Forum/Public Comment as per Policy 206**

- A. Speaker name and comment summary: n/a

## **VII. 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: Kim Bell

Seconded by: Anna Aarre

Discussion notes: none

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

Decision notes: none

## **VIII. Financial Reports: August FY26 Financial and Supplemental Reports**

### **Summary of Key Financial Indicators**

- \* Average Daily Membership (ADM) Overview: original budgeted: 211; Current ADM: 204
- \* The school's original budgeted deficit for the year is \$18,383
- \* Budget projecting cumulative fund balance of \$1,100,360 or 30.6% fund balance of expenditures at fiscal year-end.
- \* Projected Days Cash on Hand for the projected fiscal year-end is 103 days. Above 30 days meets minimum bond covenants.
- \* BMS Building Corporation capital improvement fund balance for the year is \$42,657.
- \* Projected Debt Service Coverage Ratio at fiscal year-end is 1.11. Above 1.10x or 1.0x with 90 days cash on hand meets minimum bond covenants.

### **Financial Statement Key Points**

- \* As of month-end, 16% of the year was complete.
- \* Cash Balance as of the reporting period is \$916,464 up from the previous month.
- \* Prior year holdback balance is \$62,529 as of the reporting period. Final payouts will occur throughout the year as MDE finalizes fy25 data.

Current year holdback estimate is \$62,529.

Beginning check register Pmt No 31361; ending check register Pmt No 31424. No gaps in the Pmt # sequence.

Beginning check register Check No 6960; ending check register Check No 6961. No gaps in the Check No sequence.

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

**Motion:** Approve the August FY26 Financial and Supplemental Reports

Made by: Shelly Merchlewitz      Seconded by: Stephanie Dunn

Discussion notes: HOS reviewed key points, outlined goal to increase enrollment

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.*

## **IX. Board Training (annual cycle of review)**

- A. Legal Topic Review: Open Meeting Law
- B. Montessori Philosophy: The Prepared Environment
- C. Academic Data Review: [MN Report Card data](#)

## **X. Strategic Plan**

**Action Item:** Finalize the Strategic Plan areas of focus/goals

**Motion:** Approve the strategic plan

Made by: Shelly Merchlewitz      Seconded by: Jessica McIlrath

Discussion notes: each focus area reviewed, with some brainstorming of ways to meet objectives; priority areas/ future building updates & expansion; suggestions for funding/ giving campaigns.

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

Decision notes: none

## **XI. Procurement Policy 797 Update**

**Action Item:** Approve Policy 797

**Motion:** Approve policy 797 as amended with consistent verbiage to refer to HOS

Made by: Kim Bell      Seconded by: Anna Aarre

Discussion notes: amendment

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

Decision notes: none

## **XII. Announcements/Additional Business**

- A. none

## **XIII. Adjournment**

**Action Item:** Adjourn

**Motion:** Move to adjourn the meeting at 8:20 pm

Made by: Shelly Merchlewitz      Seconded by: Kim Bell

Discussion notes: none

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

Decision notes: none