

Bluffview Montessori Board of Directors Annual Meeting Minutes- May 12, 2021

Board Members Present- Erich Lippman, Molly Leifeld, Henry Schantzen, Ann-Marie Dunbar, Katie Kinneberg, Meghan Booth, Shelly Merchlewitz, Dan Kirk

Board Members Absent:

Others in attendance: Scotti Berg, Kiersten Porter, Criss Polachek, Esther Hill, Mariah White, Jocelyn Porter, Jerry Windley-Daoust, Crystal Hegge, Amy Leach

1- Meeting was called to order at 6:01 PM.

2- Katie motioned, and Molly seconded to approve agenda for May 12, 2021. The vote was unanimous.

3- Katie motioned, and Molly seconded to approve board minutes from May 13, 2020. The vote was unanimous.

4- Annual Reports

- Head of School:

- Henry walked us through his annual report, discussing many of the challenges and accomplishments of this challenging school year.
- Discussed PPE and masking throughout the year.
- Discussed the role of the floating substitute teacher in the context of COVID.
- Teachers have received new laptops. New chromebooks are coming in to make sure everyone has access.
- Internet infrastructure had been updated throughout the building.
- COVID has forced a reorganization of classrooms and storage locations.
- In general, Henry discussed the many transitions in use of space and learning models that had to happen in the context of COVID.
- In non-COVID-related news, we have transitioned from WAPS to Volunteers of America for an authorizer, and the relationship between them and us has been great! Being part of their network allows for much greater access to resources than we had before.
- We also received a \$1M donation last summer. Most of it has been earmarked for improving salaries.

- Treasurer:

- Katie walked us through the largely COVID-related treasurer's report.
- We have once again received a clean audit.
- Fund balance is 35.7% at the time of this report.
- The CARES Act fund led to several forgivable funds.
 - She discussed primarily the GEER and ESSER loans.
- Staff and salaries have been increased as a result of the donation.

- The task at this point is to figure out how to sustain those salary increases, as they went to the base salary (i.e., not bonuses).
- Governance:
 - Katie discussed the board nominations and timeline.
- HR:
 - Molly discussed the policy reviews, updates, and changes.
 - The need for an HR coordinator was emphasized and steps have been taken internally to address that need. The board has approved this position and a job description has been drafted.
- Building and Grounds:
 - Henry discussed IEA occupancy audit in summer 2020.
 - HVAC system needs updated.
 - High-efficiency boilers have been installed to replace the old ones.
 - Dry suppression system is holding up and we will be moving to a Nitrogen-based system, which will improve the longevity of our pipes.
 - Interest in outdoor learning has increased. One space has been constructed behind the library. We are considering other options as well.
 - Sidewalks and parking lots need work.
 - Jerry Windley-Daoust mentioned the need for a more wheelchair accessible parking lot.
- Pedagogy:
 - Katie discussed the changes in timelines and requirements for teacher evaluation processes in light of COVID.
 - Mary Hallman was contracted to review Montessori-trained teachers.

5- Announcement and introduction of elected Board of Directors members

- Ann-Marie Dunbar thanked Molly Leifeld and Erich Lippman for their years of service on the board.
- She also introduced our new board members, Mariah White (teacher) and Crystal Hegge (parent).

6- Open Forum: Jocylyn Poehler thanked everyone for their hard work. Jerry Windley-Daoust concurred, highlighting the front office, administration, and teachers.

7-Meeting adjourned at 6:51 PM.