

## **Bluffview Montessori Board of Directors Annual Meeting Minutes- May 13, 2020**

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

Board Members Absent: Dan Kirk

Others in attendance: Jocylyn Poehler, Sherry Lohmeyer, Kelly Skillicorn, Linda Salzmann, Robyn Wangberg

1- Meeting was called to order at 6:03pm

2- Katie motioned, and Molly seconded to approve agenda for May 13, 2020. The vote was unanimous.

3- Katie motioned, and Molly seconded to approve board minutes from May 15, 2019. The vote was unanimous.

### **4- Annual Reports**

- Head of School:
  - Focuses on distance learning. 98% attendance! Also worker-childcare program is continuing. Averaging 252 meals/day in the lunch distribution program. Not sure about the fall.
- Treasurer:
  - Received a clean audit again. 28.7% fund balance. PPP loan/grant will help offset losses from preschool tuition lost. Full enrollment this year and next year suggests a positive outlook for our fund balance going forward, but the possibility of state holdbacks (currently at 10%) and uncertainty regarding the percentage of the state holdback next year have us exploring lines of credit to secure cash flow regardless of circumstance.
- Governance:
  - Worked to establish clear timelines for board elections in a particularly active season with several new board members. The committee effectively oversaw the process of electing new members.
- HR:
  - Worked on reviewing and updating school policy. Of particular interest and emphasis was the Tuition Reimbursement Policy for Montessori training.
- Building and Grounds:
  - Preventive maintenance on the HVAC system, boiler, and dry suppression systems has taken up most of this committee's time and energy, but progress

has been made in several areas. The problem of storage space persists because the lost capital from the COVID-19 crisis has prevented the garage plans from moving forward. However, existing storage has been reorganized and made more efficient. Plans for improvements made as a result of receiving the School Safety Grant are continuing apace.

- Pedagogy:
  - Continuing to work on staff development. The Professional Learning Communities are in their second year and are seeing success. The committee had to respond to MDE directives regarding distance learning and has been adapting to the ongoing COVID-19 crisis, including administering and reviewing the distance learning surveys.

5- Announcement and introduction of elected Board of Directors members

- Lori is retiring at the end of the year and will be missed dearly. A new assistant head of school, Sherry Lohmeyer, will be joining us this summer.
- Meghan Booth and Shelly Merchlewitz are returning as teacher members of the board. Ann-Marie Dunbar is returning as a parent member. Dan Kirk will be the community member.

6- No one spoke during Open Forum.

7-Meeting adjourned at 6:23 pm.