

## Bluffview Montessori Board of Directors Meeting Minutes - August 15, 2024

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**1- Meeting was called to order at 6:29 pm**

**2- Roll Call**

**BMS Board Members Present-** Stephanie Dunn, Shelly Merchlewitz, Henry Schantzen, Anna Aarre, Meghan Booth, Jessica McIlrath, [Marcy Faircloth](#)

**Board Member Absent** - Kim Bell (planned)

**Non Board Members Present** - none

**3- Approve Agenda -**

Moved - Shelly Merchlewitz 2nd - Marcy Faircloth  
Unanimously Approved

**4 - Conflict of Interest Disclosure**

None disclosed

**5 - Approve minutes from 7/18/24**

Minor changes regarding spelling of names

Move to approve as amended - Shelly Merchlewitz Second - Anna Aare  
Approved with Stephanie Dunn abstaining

### **Old Business**

**6 - Procurement Policy 797-** Henry Schantzen discussed difficulty with interpreting/ implementing section VI.2.b, requiring attempt to determine reasonable market rate for a job/ service; but no amendments to policy itself were made.

Moved - Meghan Booth 2nd - Shelly Merchlewitz  
Unanimously Approved

**7 -Two Strategic Plan facilitator presentations were heard:**

7:00-Gail Gilman, MSBA- (presentation link below)

<https://drive.google.com/drive/folders/1QQMC0amYFMb2hnN5CSIJL6rnJzL9RPfs>

In general, Ms Gilman shared that cost is based on school enrollment numbers, not more than \$7,000; format is 5+ listening sessions, plus 3 strategic planning sessions each 2 weeks apart, including information on how to implement the final plan. The MSBA process utilizes a survey and board evaluation, sessions are virtual. Typically the entire school board is involved as well as a Strategic planning committee, ideally made up of 4-6 students +/- parent, 4-6 parents/

community members, and 4-6 staff members. MSBA provides templated posting notices, emails, invitations, sample agendas & powerpoints, as well as social media promos. MSBA only works with school boards.

7:45-Cheryl Glaeser, Achieve Consulting- (presentation link below)

<https://drive.google.com/drive/folders/1AMuaJfdzdTQcPDCoSWG8vfxTdSQzveAh>

Achieve Consulting works with a diverse client base, and offers a mix of in person and virtual sessions, in addition has implementation/ accountability sessions available for additional cost. The planning session and draft presentation are in person only. Total cost depending on services used, estimated around \$12,000-15,000. Previous clients include HVED.

A Motion was made to direct Henry Schantzen to engage MSBA/ Gail Gilman to lead the strategic planning process for Bluffview.

Moved- Marcy Faircloth 2nd- Jessica McIlrath. Passed unanimously

## **8 - Policy 531 remains tabled pending A.P committee review**

### **New Business**

**9- Open Forum:** No discussion

### **10-Consent Agenda-**

#### **HOS:**

Henry Schantzen gave hiring updates- staff have been hired to fill Sped para openings (2), behavior interventionist, Erdkinder Community assistant, after school pre-k and pre-k assistant, CH3 assistant, E1B assistant and E2C teacher openings. Need remains for long term SpEd sub, an interview is pending for MW transition assistant. Student openings exist in grade 6 and 7, and there are some preschool openings. Decision to integrate Erdkinder ELA into other subjects and not hire a dedicated ELA teacher was discussed. Meghan Booth related some plans they have for managing this. The long term plan regarding MN state vision for new ELA/ reading requirements is still being determined. History leading up to Erdkinder enrollment cap of 40 was related.

Mr. Schantzen related building updates and yearly maintenance completed in preparation for the school year.

Board was informed Red Rover is being onboarded for PLT tracking.

An update on the endowment balance and allocations was given.

Moved- Anna Aare 2nd- Shelly Merchlewitz. Unanimously approved

### **11- July FY25 Financial and Supplemental Reports, preliminary FY 24 unaudited report**

Henry Schantzen reviewed report, noted discrepancy in state SpEd contracted services listed at 577%, will discuss with Creative Planning; Noted also that check #6914 was erroneously listed twice in register.

Noting these items, Moved- Shelly Merchlewitz; 2nd- Anna Aare; unanimously approved

**12 - Family Handbook review:** There was discussion regarding birthday/ holiday celebrations being handled differently at various levels; no changes in policy were made regarding this. Changes made in handbook to reflect current state law verbiage were reviewed, no concerns were raised. Various small grammatical errors were corrected.

**Staff Handbook review:** There were questions regarding reasoning for prohibition of off campus lunch for teachers. This was explained to be an insurance issue in the case of an accident occurring during that time and school possibly incurring risk; Henry Schantzen was directed to investigate this further with the school's insurance carrier. It was also brought forward that this section indicates teachers are on duty at all times. Question raised whether they should be given a duty free lunch break since their work day is 8 hrs. This will also be given closer review. Various small grammatical errors were corrected, updates to reflect current state law were reviewed with no concerns raised.

**Motion made to approve staff and family handbooks, pending review noted above.**

**Moved- Shelly Merchlewitz. 2nd- Stephanie Dunn 2nd. Unanimously approved.**

**Board:** [Conflict of Interest](#)

**Montessori Philosophy:** [Cosmic Plan, Task, and Education](#)

### **13 - Annual Cycle of review**

Annual Cycle of Review: Open Meeting Law- information only

Montessori Philosophy: Sensitive Periods- motion made to table due to time constraints  
Moved- Meghan Booth, 2nd- Shelly Merchlewitz 2nd, unanimously approved.

Academic Data Review: Last year's WBWF data/goals reviewed briefly by Henry Schantzen.  
Information only.

**12 - Next meeting is September 19, 2024 at 6:30 pm in Bluffview Montessori school band room.**

### **13 - Additional New Business - Information/ Discussion only**

Henry Schantzen described a plan to bring more legislative attention to discrepancies/ challenges in how charter schools are funded. Mr Schantzen requested board approval for \$8,000 to be used to fund data gathering and development of an informational report regarding charter school real estate laws and funding sources, to assist in this advocacy effort at the state legislative level. Marcy Faircloth and Meghan Booth suggested requesting MACS and other

stakeholders contribute to the cost. Marcy would like to read through public purpose law prior to making a decision, board agreed to table further discussion until next month's meeting.

**14- Adjourn**

Moved- Marcy Faircloth, 2nd- Shelly Merchlewitz, unanimously approved  
adjourned meeting 8:55 pm