

Bluffview Montessori Board of Directors Meeting Minutes- October 21, 2020

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

Members Absent-

1- Meeting was called to order at 6:05 PM.

2- Katie motioned and Molly seconded to approve the agenda for October 21, 2020.

3- Katie motioned and Molly seconded to approve the minutes as amended for September 16, 2020.

Old Business

4- VOA Application Process: There will be an interview on Monday with VOA to discuss questions about their assessment. Those should be cleared up in the meeting and they will decide on the application. VOA indicated that they are confident our approval will be forthcoming.

New Business

5- Open Forum: Nothing.

6- September Financials: Currently sitting at a pretty strong position. Brenda (via Zoom) walked us through it. We have only spent about 18% of the budget at this point, but expenditures will increase as we move deeper into the school year. We will run a budget deficit this year because we budgeted at 221 ADM and are now at 209.

7- Preliminary Audit Discussion: Brenda explained the preliminary audit of 2019-2020 fiscal year, suggesting that the PPP loan has made a dramatic difference in our fund balance. Had we not gotten it, we would have been around \$20,000 over budget. A significant amount of the budget was underspent due to COVID. With the PPP loan, ended up with a net savings of \$16,702.

8- Non-teacher Pay Increases: Non-teachers will be at a 7.5% pay increase, with the exception of Renee Knutson who will get a 15% increase because she is working far outside her job description. Henry suggests giving Sherry Lohmeyer a \$4,000 stipend for her extra work and a \$900 stipend to Esther Hill. The vote on the overall pay raise issue will be tabled until next meeting.

9- Consent Agenda: Should be able to apply for PPP loan forgiveness next week. HBC has been updating our wireless technology throughout the building. Committees are meeting and

Henry read through reports, specifically focusing on Building and Grounds upgrades. Plans are developing around how to return Erdkinder students to the classroom in order to avoid attrition, as the Middle School is in distance-learning. However, guidelines will have to be followed very closely. Henry went over virus reports. The numbers are unfortunately trending in the wrong direction for bringing Erdkinder back at the moment.

AHOS Report: Enrollment is still at 209. At this point, we are not recruiting because our funds are in good enough shape to sustain some loss. The lunch program is doing particularly well, covering our students as well as a number of families outside the school.

10- Fastbridge Data: Fastbridge results show some decline in the last six months, but very small, and growth in other areas. Overall, both math and reading improved slightly.

11- Endowment/Capital Campaign Proposal: Henry walked us through hiring Brianna Pyka as a consultant to train our soon-to-be “Friends of Bluffview” committee. It would cost slightly more than \$17,000. Dan motioned and Katie seconded approval of the proposal from Crescendo Fundraising Professionals, LLC. Unanimous approval.

12- Letters of Resignation--Kitt Patton: Katie motioned and Molly seconded approval of Kitt’s letter of resignation. Unanimous approval.

13- Letters of Employment--Danica Bauer, Maddie Young: Molly motioned and Shelly seconded approval of the letter of employment for Danica Bauer. Unanimous approval. Molly motioned and Katie seconded approval of the letter of employment for Maddie Young. Unanimous approval.

14- Annual Cycle of Review: Henry walked us through the financial training. Katie discussed “The Absorbent Mind,” which discusses the first plane--birth to age 6.

15- Additional New Business: None

16- The meeting was adjourned at 8:04 PM.