

Bluffview Montessori Board of Directors Meeting Minutes- November 20, 2019

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

Board Members Absent: Erich Lippman

Others in attendance: Leah Pasiuk, Karen Sullivan

1- Meeting was called to order at 6:11 PM.

2- Katie motioned and Shelly seconded to approve the agenda for November 20, 2019.

3- Katie motioned and Meghan seconded to approve the minutes as amended for October 16, 2019.

4- Policy 712: Discussion that last day of employment is the last day the employee provides service.

Katie motioned and Shelly seconded to approve Policy 712.

5- Employee (Non-Montessori) Tuition Reimbursement Assistance Program Policy: Tabled

6- Policy 408: Discussion about defining SPED and interventionist positions. Explained one reason for this policy is for Erdkinder staff who fill in for other Erdkinder lessons.

Katie motioned and Molly seconded to approve Policy 408.

Henry will email teachers with information regarding Policy 408.

7- Open Forum

8- Consent Agenda

Henry: Discussion for hiring Kiara T. but waiting on background check. Superintendent will visit on Dec. 2. Foster Transportation Agreement was uploaded. Discussion on asking for donations later than Happy Harvest time. World's Best Workforce was submitted. Harassment investigation is done ~\$10,000 in fees. 403B plan in complete. Strategic Plan meeting on Thursday with Erich and Ann-Marie. Mentor Grant funding. Discussion on At-Will employment- Henry will provide more information.

9- October Financials: Brenda presented

- Ending balance is \$819,155 as of Oct. 31, 2019
- \$16,943: Estimated MDE State Aids

- \$13,802: Due from Bldg. Comp.
- 135 days of cash on hand
- Safe Schools State Aid: received \$7,295- Potential for security cameras
- Total revenues are at 32.7%
- Tuition assistance program increased to \$8,000
- Over spent in CH tuition because revenues come in quarterly payments
- Fund balance is at 29.6%

10- BKDV Financial Training session

- Brenda discussed the October financials including explanations of all components of the financial statement.
- Prior year under accrual: \$26,044 and SPED Aid: \$12,361
- Savings of \$71,623 in expenditures
- General Fund: \$107,361
- Fund Balance is at 30.4%
- Discussion on increasing Carly's working day from 6 to 7 hours; discussion on pay increase to a couple staff and staff payout

11- SY18-19 Audit review

12-Case Statement, contract with Laura Eddy

- Laura Eddy will take case statement and perform interviews with potential contributors to get their feedback

-Katie motioned and Meghan seconded to approve the contract for consulting agreement with Laura Eddy for Bluffview Montessori School.

13- Letter of employment: Victoria Rico, Cindy Amberg

-Katie motioned and Shelly seconded to approve letter of employment for Victoria Rico.

-Katie motioned and Shelly seconded to approve letter of employment for Cindy Amberg.

14- Letter or resignation: Victoria Rico (given verbally), Kami Putz, Cody Heim from IT work

- Katie motioned and Molly seconded to approve resignation for Victoria Rico and Kami Putz
- Katie motioned and Molly seconded to approve resignation for Cody Heim from IT work

15- Discuss potential new Board members-Community member

- Discussion on Karen Sullivan's interest: Ann-Marie will send a formal letter invitation

16- Annual Cycle of Review: Data Practices Law

- Researching Data Practices trainings

17- Policy 406: Tabled- Discussion on having Stipend Policy to state it follows the law.

18- New Business

19- Adjourn 8:20 PM.