

## **Bluffview Montessori Board of Directors Meeting Minutes- December 21, 2023**

**BMS Board Members Present-**, Mariah White, Meghan Booth, Marcy Faircloth, Shelly Merchlewitz, Henry Schantzen, Anna Aarre, Jessica McIlrath

**Board Member Absent** - Crystal Hegge

**Non Board Members Present** - Travis Berends, Craig Popenhagen

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### **1- Meeting was called to order at 6:30 pm**

#### **2- Approve Agenda -**

Moved - Marcy Faircloth      2nd - Meghan Booth  
approved unanimously

#### **3 - Approve minutes from 11/16/23**

Item 2, corrected date of October Meeting

Item 8 added "507" to clarify which policy was approved as amended

Move to approve - Shelly Merchlewitz, Second - Marcy Faircloth

Abstain - Anna Aarre, Jessica McIlrath

approved unanimously

#### **Old Business**

4 - Covid Plan Review for ESSER

Move - Jessica Second - Shelly

Unanimous approval

#### **New Business**

### **5 - Open Forum**

### **6 - November FY24 Financial and Supplemental Reports**

- Check 6888 is missing, it just hasn't been cashed yet
- Current ADM is 214, we are budgeted for 212
- 401-455 non-instructional is at 95% which is odd for this time of year and will be asking Travis for a Report on what is being budgeted for that line item.
- Maintenance Line items are lower than expected, best guess is that the preventative maintenance is starting to reduce bigger costly issues that we have had in the past for things like the HVAC system.

Move to approve -- Meghan Booth, Second -- Shelly Merchlewitz

Unanimously approved

### **7-FY23 Audit presentation**

Clean Audit for 22-23 Fiscal year

Move to approve Audit - Marcy Faircloth, Second - Shelly Merchlewitz

Unanimously Approved

### **8 - Consent Agenda**

[HOS](#)

[AHOS](#)

A few proofreading questions in the Air Quality Document, discussion around increased sub pay.

Motion to approve consent agenda - Anna Aarre Second - Meghan Booth

Unanimously approved

### **9 - Policies: 406, 513, 540, 604, 613, 616, 618 (First Read)**

**Policy 540** -- discussion around item IV.C.5. Kindergarten red shirting. Concern around using language for age 6 to define. Suggested Language-- “delaying kindergarten by one year (kindergarten redshirting) is allowed at the request of parent, but is discouraged”

Add an item under 4.A to clarify parents must submit application for one grade only

4.D.6 change language that students “will apply to grade 1”

**Policy 604** - II.A. Discussion around punctuation and missing words to help make that sentence make sense. Specifically parts 5 and 6. Discussion around “the arts” vs “fine arts”

IV - parental review of curriculum -- discussion around who is responsible for providing alternative instruction. More research will be done around language in this section to be discussed next month

**Policy 613** has been removed because students do not graduate from highschool from Bluffview

### **10 - Earned Sick and Safe Time (ESST)-Revised Staff Handbook DRAFT**

Discussion around pay out, clarifying how it works, question regarding if there is a PLT line item in the financials (there is not).

Discussion about reducing number of PLT from 12 to 10.

Motion to table for further discussion - Meghan, no second  
Need policy in place by Jan. 1 to be in compliance with ESST. Request that Henry brings this policy back for further discussion around PLC and payout policy as it may be a liability financially for the school and concerns over staffing on personal requests. Questions regarding actions to be taken if a PLT day is denied (ex:if request is made with not enough notice and the employee chooses to not come to work anyway. Do they maintain their PLT days but not get paid for that day, administrative actions, etc.)

Move to approve: Anna Aarre Second: Shelly Merchlewitz  
Unanimously approved

### **11- Annual Cycle of Review:**

Data Practices Law (video) Select: "Data Practices Act: What All Employees Need to Know", Data Practices Act full law and a "one pager"  
Montessori Philosophy: Social Development of the Child

### **12 - Additional New Business**

Meghan brought up questions about the Read Act as requested by the academic practices committee, specifically who will need training aside from teachers and interventionists. More discussion is needed but likely classroom assistants and paras will also need to be trained.

### **13 - Adjourn**

Motion to Adjourn: Marcy Faircloth 2nd Meghan Booth  
Unanimously approved

Adjourn at 8:40 pm