

Bluffview Montessori Board of Directors Meeting Minutes-April 21, 2021

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

Non-board Members Present- Sherry Lohmeyer

Members Absent- Erich Lippman, Meghan Booth

1- Meeting was called to order at 6:03 PM.

2- Katie motioned and Shelly seconded to approve the agenda for April 21, 2021.

3- Katie motioned and Dan seconded to approve the minutes for March 17, 2021.

4- Katie motioned and Shelly seconded to approve the minutes as amended for the April 14, 2021 WAPS/BMS meeting.

Old Business

5- HR Plan for Next Year: tabled until next meeting.

New Business

6- Open Forum

-Waiting for Brenda and skipped to item 12- Termination notice: Sharmaine Johnson, and began a closed meeting at 6:15pm.

-Closed session ended at 6:25pm.

7- March Financials: Brenda presented- Updated ADMs to 208. Lag on CH tuition and food service funds. \$40,000 savings in salaries this year. 164 days of cash on hand. Explanations of reasons for approving FY 2020-2021 Working Budget 4-21-21.

8- SY 21-22 Initial Budget: Reviewed the 5 Year Long-Range Budget Model for Proposed FY 2021-2022. Projected 36% fund balance. Question regarding the goal for our fund balance, and discussion why the fund balance went up because of the PPE loan.

-Katie motioned and Dan seconded to approve the revised FY 2020-21 budget and the proposed FY 2021-22 budget dated 4/21/21.

9- Consent Agenda

-AHOS: Enrollment discussion, hoping for 2 Kindergarten spots to be filled for next year. Breakfast and lunch will continue to be free for the remainder of the school year. PBIS globe is full- suggestion for a fun day at the end of the school year.

-HOS: Trauma informed practices PD planned for next school year; Discussion for including Cyber Threat Policy to our Insurance; Discussion on various meetings Henry attends each week; Summer programming plans- E1 will run for 4 weeks and E2/Erd will run for 3 weeks in July; Will run an after school program for CH students; Friends of Bluffview will begin next week; 5 Year Budget discussion; ESSER funding discussion

- Annual Meeting: Discussion on reports (due May 5 for May 12 annual meeting)- Katie- Treasurer, Governance and Pedagogy; Henry- HOS, B&G; Molly- HR

10- SY 2021-22 Calendar

-Katie motioned and Molly seconded to approve the SY 2021-22 Calendar.

11- Job Descriptions: I.T. Intern, After School Care Staff

-Katie motioned and Molly seconded to approve the job descriptions for the I.T. Intern and PreK After School Care positions.

12- Termination notice: Sharmaine Johnson

13- Q3 Stipend: Sherry Lohmeyer

-Katie motioned and Dan seconded to approve the Q3 Stipend for Sherry Lohmeyer.

14- Letters of Employment: Brett Oberg, Mary Hallman (stipend), Sherry Soulier, Maddie Young

-Katie motioned and Molly seconded to approve letters of employment for Brett Oberg, Sherry Soulier and Maddie Young.

-Katie motioned and Shelly seconded to approve letter of stipend for Mary Hallman.

15- Montessori Training Discussion, Policy 703: Discussion on current practice as not being sustainable where new staff needs to pay own tuition; Change Policy 703 to pay back tuition for the full amount of an approved program, or begin paying for all/most training up front

16- Annual Cycle of Review- Board Member Self-evals: Reviewed results of evaluations; Discussion on creating a few goals each year based on improving areas from self-evals;

Question regarding BOD role in the Friends of Bluffview- Dan volunteered to participate;
Reviewing various laws and policies more in depth during BOD meetings

17- Additional New Business: Will need to create a new Strategic Plan- perhaps during BOD retreat

18- Adjournment at 8:14 PM.