

Bluffview Montessori Board of Directors Meeting Minutes- May 20, 2020

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

Non-board members present: Brenda Kes (Zoom)

1- Meeting was called to order at 6:04 PM.

2- Katie motioned and Shelly seconded to approve the agenda for May 20, 2020. Meghan, Dan, and Molly voted affirmatively via Zoom.

3- Katie motioned and Shelly seconded to approve the minutes as amended for April 15, 2020. Meghan, Dan, and Molly voted affirmatively via Zoom.

Old Business

4- HOS Eval Questions: Molly asked what we decided to do for questions that are clearly yes/no instead of on a scale. Answer: 1 for no, 4 for yes. Katie raised the question of staff conflicts, given that staff aren't always aware that conflicts are happening. Answer: Indicate to the best of your knowledge as a board member.

5- HOS Eval Schedule: Aim for a brief meeting before the next board meeting so we can be on the same page before presenting results to HOS. Ann-Marie will send out a Zoom invite for this closed meeting. Has to be recorded because it's closed.

6- Employee (Non-Montessori) Tuition Reimbursement Assistance Program Policy 403: Katie motioned to approve policy 403. Meghan, Dan, and Molly voted affirmatively via Zoom.

New Business

7- Open Forum: Nothing.

8- April Financials: Brenda walked us through April financial statement. Covid-19 crisis has created savings in some unforeseen areas, like salary and cleaning. Some of this has been shifted to repairs and maintenance. General fund took a considerable hit due to pre-school program (Fund 4) having to close. Food program and increased free-and-reduced numbers could bring in some money. We're still at a 28.1% fund balance as of April 30, 2020.

9- 2020-2021 Budget: Enrollment projected to increase next year. Budgeting on 218, but currently at 221 enrolled. Current state holdback is 10%, but is expected to increase by next fiscal year. They could even make changes after that point. Expecting compensatory revenue to

increase due to more families qualifying for free-and-reduced lunches. State revenue expected to increase while federal revenue expected to decrease. There should be federal stimulus money coming to schools, but not sure what or when at this point. Given the economic downturn, we are downgrading our expectations for donations. We are expecting to continue providing a cost-of-living increase next year and are expecting salaries to be at 100%. At this point, it's a pretty tight budget, but aims for a 29.6% fund balance in the general fund. Expecting PPP loan to cover deficits and add flexibility. Katie motioned to approve 5-year budget model, revised 2020. Shelly seconded. Meghan, Dan, and Molly voted affirmatively via Zoom.

10- Consent Agenda: Thursday, June 4, will be the last day of essential worker childcare. We are ending our food service on June 5. PPP loan is in the bank. Bridging is set up for early June. On June 5, people will be in classrooms cleaning everything up, chromebooks will come back, etc. For some reason we do not have a Records Retention Schedule on record with the Minnesota Historical Society. Renee will submit our schedule assuming our approval (next agenda item). SPED coordinator stipend that Lori received will be eliminated because that service is done by HVED now. Henry is hoping to get all job descriptions done in the next couple weeks.

11- Records Retention Schedule: 26 years worth of records are in storage. The schedule will allow us to get rid of those records after relevant records are sent to Historical Society. Katie motioned and Molly seconded to approve School District General Records Retention Schedule. Unanimous approval, including Meghan, Molly, and Dan via Zoom.

12- Grading Plan for Distance Learning: Meets Expectations/Needs Improvement = Pass/Fail. Meghan asked the question of what to do about specialists who had students doing well before Covid, but stopped during distance learning. Katie motioned to approve Distance Learning Grading Plan, Molly seconded. Unanimously approved, including Meghan, Molly, and Dan via Zoom.

13- SY 2020-21 Calendar: Late schedule. Katie motioned and Dan seconded approval of school calendar. Unanimously approved, including Meghan, Molly, and Dan via Zoom.

14- Family/staff surveys: Parent survey graphs look pretty good. In general, parents want more opportunities to volunteer. Staff want more parent involvement. There ought to be some way to make those desires meet. Staff survey points out low pay and lack of unscheduled time to collaborate with peers. Discussed several staff responses. Dan sees patterns about community-building and consensus throughout the school, so figuring out ways to address the patterns discernible among the comments should be paramount for the board. Molly suggested a board summary sent to staff might be a good way to improve transparency.

15- Annual Cycle of Review: Takeaway = we have a \$400,000 line of credit available to us from Merchants Bank for difficult situations if necessary. It is built into the bond document between the BMS building corp and the Port Authority of Winona.

16- Additional New Business--no new business.

17- Meeting was adjourned at 8:06 PM.