

Bluffview Montessori Board of Directors Meeting Minutes- September 18, 2019

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

Board Members Absent: Kelly Dicke

Others in attendance: Lori Cloutier

1- Meeting was called to order at 6:07pm.

2- Katie motioned and Molly seconded to approve the agenda as amended for September 18, 2019.

3- Katie motioned and Molly seconded to approve the minutes as amended for September 18, 2019.

4- New Board Members: Shelly Merchlewitz and Meghan Booth. Katie motioned and Molly seconded to add them to the board. Unanimous approval.

5- Policy 712: We added an Oxford comma after the first usage of "Leave Law" under letter L. We discussed changes to Article II of the policy and sent it back to the HR Committee, for wording. Discussion of this policy led to the following motion:

Katie motioned and Molly seconded to have HR research and revise the appropriate policy or procedure about teacher hiring to ensure that employees who leave in good standing may be credited for their years of previous service upon return. Approval.

6- Open Forum.

7- August Financials. The audit will be coming soon. Brenda will come to the November meeting to discuss financials. The audit should be done by then.

8- Consent Agenda. Henry reported on Potential SEL grant and risk assessment for pre-k (DHS). We discussed fundraising language. There was a longer discussion about the revised Mission Statement. Ann Marie was charged with simplifying the statement from the one provided. Staff expectations on HOS eval were discussed. Senator Miller will be visiting BMS in early October. October 4 will be an action-packed day including a lockdown process walk through and a session on suicide prevention among other things.

AHOS Report. Enrollment is full (actually over-enrolled in Kindergarten and grade 5). Has a submission to the state due on the 25th. Transition from MARS to new submission form. Starting to work on food service audit. October 14--all paperwork needs to be in, including

menus, free-and-reduced information, etc. Met with Erich and Marcy regarding parent voluntarism and Renee Knutson has volunteered to be the volunteer coordinator. Has two level coordinators, needs two. Starting to plan fall activities. Fall Festival will be at Briggs Outdoors on October 26th. Fastbridge testing is coming. Brooke Kammerer is shadowing and will take over Fastbridge. Also working on getting us back into MA billing--refundable services for special education, etc.

9- Approval of Head of School as IOwA on behalf of BMS. Katie motioned and Molly seconded that we designate Henry Schantzen as Identified Official with Authority for the MDE External User Access Recertification System and EDIAM. Unanimous approval.

10- Approval of Henry Schantzen as 504 Coordinator, Homeless Liaison. Molly motioned and Shelly seconded to approve Henry as 504 Coordinator, Homeless Liaison. Unanimous approval.

11- Approval of Lori Cloutier as Human Rights Officer. Katie motioned and Molly seconded to approve Lori Cloutier as Human Rights Officer. Unanimous approval.

12- Letters of Employment: Esther Hill (revised), Evi Kimber, Amber Wilken. Katie motioned, Shelly seconded on each letter. Each was approved unanimously.

13- Letters of Resignation: Louise Stenberg. Katie motioned to approve and Molly seconded. Approved.

14- Policy 901--Parent and Family Involvement. Molly motioned and Shelly seconded to approve Policy 901 as amended. Approved.

15- Review Draft of Non-Montessori/hard-to-fill/tuition policy. HR committee representatives discussed questions of draft with HOS. Katie motioned and Molly seconded that we direct HR to assign a policy number to and revise EMPLOYEE (Non-Montessori) TUITION REIMBURSEMENT ASSISTANCE PROGRAM.

16- Annual Cycle of Review. We discussed employment law and the various forms of leave. Henry quizzed us. Katie presented on Prepared Environment for our Montessori training.

17- Revisit Strategic Plan. HOS discusses changes to draft. Goal 1 has been fully changed. Goal 2 is still up for discussion with Lori and Erich. Goal 3 is fully articulated with very lofty goals. Goal 4 is in question. Erich will work on it in preparation for the October board meeting. Goal 5 is simple but achievable.

18- Additional New Business. Katie motioned to approve board resolutions 1-4. Molly seconded. Unanimous approval.

19- Adjourn. 8:20 PM.