

## **Bluffview Montessori Board of Directors Meeting Minutes- August 22, 2018**

Board Members Present- Lauren Lund, Kelly Dicke, Erich Lippman, Molly Leifeld, Ann-Marie Dunbar, Katie Kinneberg, and Henry Schantzen

Others in attendance: Lori Cloutier

1- Meeting was called to order at 8:08am.

2- Katie motioned and Lauren seconded to approve agenda for August 22, 2018. Vote was unanimous.

3- Katie motioned and Lauren seconded to approve board minutes from August 18, 2017. Vote was unanimous.

4- No one spoke in Open Forum.

5- Update on PE, Building Manager

- Building Manager job offer
- PE: working on finishing paperwork for new PE teacher without a license; Kelly Skillicorn will assist for the first few weeks

6- Annual Cycle of Review: Strategic Plan, Mission, Vision and Values doc

- Strategic Plan: shade the ones done on document;
  - Goal 1: 1.6-Henry and Lori will continue to work on (list of duties for Alexis); 1.3-Review raising the teacher pay scale by 4.2% in Sept./Oct.
  - Goal 2: 2.1-Continue creating a user-friendly newsletter (Mailchimp idea discussion- try later this year to see how it works but it couldn't be the only tool), News blog on the website discussion; 2.2-Volunteer Coordinator position did not seem to be very helpful but we will try again this year and possibly will review; 2.5-PTA disbanded (possible future endeavor again)
  - Goal 3: 3.1-3.5 (Fix grammar error on page 8); Ann-Marie will volunteer to work on this goal, with other help; Will possibly create a Fundraising Committee as a administrative committee
  - Goal 4: 4.1-4.6 Discussion on parent BOD members discussing Montessori with other parents/community members; Perhaps create a plan at another BOD meeting; Discussion on putting info. from each level into the newsletter; 4.2 Explanation of Erdkinder philosophy as a transitional level; Create a flyer for each level; 4.3 Discussion on reaching out to homeschooling families and access to colleges; Idea for establishing a PR Committee; Connection with the new Montessori preschool; Henry will provide more Montessori info. to families and possibly composing a newsletter after each BOD meeting; Discussion on having an email group of all new parents; 4.6 Narrative for what we want a Bluffview graduate to "look like"; Erich will reach out to other parents after each BOD meeting and Henry is also planning on creating an advisory committee
  - Goal 5: Continue to develop long term facilities master plan
  - Priorities: Increase fund balance and teacher pay scale, Fundraising committee, job descriptions, Montessori training sessions, PLT and cash in lieu discussion, PR committee, continue with campus footprint, Wellness committee, update newsletter
- Mission, Vision and Values doc
  - Included the Mission, Vision and Values doc. into the handbook
  - Possibly include the "goal" Montessori graduate

- Discussion on including Montessori philosophy within the document, by changing “Core Values” to something like “Philosophy of Montessori Values” or “Core Values Supporting the Montessori Philosophy”

7- Annual Cycle of Review/ Update plan components for 18-19

- Include column for Montessori training for BOD members/parents
- Continue reviewing laws and possibly split in half with the Montessori training; Search for other laws; 2-year rotation schedule

8- HOS Evaluation Presentation, discuss coming years goals

- Reviewed and discussed Head of School Evaluation form
- Create a BOD folder to populate with documents that Henry cannot access

9- HOS Evaluation Tool Review

- Different tool for different staff members (licensed and non-licensed staff); HR will create two separate staff surveys
- Discussion on outsourcing evaluators, which Erich will begin pursuing

10- FTE/PLT Discussion. Review contract time/vs. prep time calculations

- Reviewal of contract/prep time
- Discussion on options for changing prep time
- Discussion revolved around 2nd job, continuing education and letters of FTE and PLT
- The Head of School has flexibility to create and manage these situations on a case by case basis due to the fact that a blanket policy would not affect everybody

11- Job Descriptions Review

- Not enough time to begin

12- Wrap Up Items

- Closed FTE/PLT discussion
- Lesson amount of meetings

13- No additional new business.

14- Meeting was adjourned at 12:36pm.