



Bluffview Montessori

Bluffview Montessori Board of Directors Meeting
October 23, 2025
6:30 PM

Vision:

Empowered learners unfolding their full potential as whole and unique persons.

Mission:

Bluffview Montessori cultivates independent, curious learners and fosters respect while promoting community engagement for academic, civic, and personal fulfillment.

School Board Procedures; Rules of Order Policy 203.1

Call to order: Director Booth called the meeting to order at 6:30 PM on 10/23/25

I. Roll Call Attendance (Secretary)

Board Members Present or Absent:

Name	July	August	September	October	November	December	January	Feb	March	April	May	June
Meghan Booth	Y	Y	Y	Y								
Anna Aarre	Y	Y	Y	N								
Shelly Merchlewitz	Y	Y	Y	Y								
Jessica McIlrath	Y	N	Y	Y								
Stephanie Dunn	Y	Y	Y	Y								
Kim Bell	Y	N	Y	Y								
Kevin Mahoney	NA	Y	N	Y								
Henry Schantzen (Ex-officio)	Y	Y	Y	Y								

Guests and Community Members Present: N/A

Name	Relationship to Bluffview
Stephanie Olsen	VOA Authorizer

II. Declaration of Conflicts of Interest

None indicated

III. Approval of Agenda as per Policy 203.5

Action Item: Approval of this Board Meeting Agenda

Motion: to approve agenda

Made by: Shelly Merchlewitz

Seconded by: Stephanie Dunn

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0

Abstain: 0

Decision notes: none

IV. Approval of previous months Minutes as per Policy 204

Action Item: Approval of Board Minutes from previous meeting:

Motion: to approve minutes from previous meeting

Made by: Shelly Merchlewitz

Seconded by: Kim Bell

Discussion notes: none

Vote: passed Yea: 5

Nay: 0

Abstain: Kevin Mahoney

Decision notes: none

Old Business

V. Policy Updates: Policy 721

Action Item: Approve Policy update

Motion: to approve Policy 721 with amendments

Made by: Shelly Merchlewitz

Seconded by: Stephanie Dunn

Discussion notes: increase limit for staff spending to \$5,000 (i.e. for kitchen purchasing) to align with policy 797. HOS taken out of this language, but HOS plans to bring any expense >\$25,000 to school board for awareness

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

VI. Policy Updates: Policy 797

Action Item: Approve Policy update

Motion: to pass 797 with amendments

Made by: Stephanie Dunn Seconded by: Kim Bell

Discussion notes: HOS spending limit is \$100,000; all other staff have limit of \$5,000.

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

New Business

VII. Open Forum/Public Comment as per Policy 206

A. Speaker name and comment summary:

1. Stephanie Olsen, VOA authorizer representative; introduced self, is present to observe meeting

VIII. Consent Agenda as per Policy 203.6

A. Administration Report(s)

B. Committee Reports

C. Other/General information docs

Action Item: Review and approve the consent agenda.

Motion: Approve consent agenda

Made by: Stephanie Dunn

Seconded by: Shelly Merchlewitz

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

IX. Balance Transfers for FY25

Action Item: Approve two transfers.

Motion: Move to transfer \$6,741.45 from Fund 01 to Fund 02 and \$27,184.08 from Fund 01 to Fund 04 as requested by Travis Berends.

Made by: Kim Bell

Seconded by: Shelly Merchlewitz

Discussion notes: This transfer is a formality requested for audit purposes, due to inability of the these funds to run a deficit, which occurred due to enrollment fluctuations

Vote: Passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

X. Financial Reports: September FY26 Financial and Supplemental Reports

Summary of Key Financial Indicators

Average Daily Membership (ADM) Overview -

o Original Budget: 211, Current ADM: 204

* The school's original budgeted deficit for the year is \$18,383

* Budget projecting cumulative fund balance of \$1,100,360 or 30.6% fund balance of

expenditures at fiscal year-end.

* Projected Days Cash on Hand for the projected fiscal year-end is 103 days. Above 30 days meets minimum bond covenants.

* BMS Building Corporation capital improvement fund balance for the year is \$44,990.

* Projected Debt Svc Coverage Ratio at fiscal yr-end is 1.11; >1.10x meets min. bond covenant; *actual debt-service coverage ratio is currently 0.88 largely due to overestimation of ADM- HOS is in conversation with Creative Planning to address this, with ideas including purchasing capital assets (i.e new freezer), increasing enrollment, applying for grant funding*

Financial Statement Key Points

As of month-end, 25% of the year was complete.

* Cash Balance as of the reporting period is \$994,360 up from the previous month.

* Prior year holdback balance is \$89,920 as of the reporting period. Final payouts will occur throughout the year as MDE finalizes fy25 data. * Current year holdback estimate is \$47,599.

* Revenues received at end of the reporting period - 21%

* Expenditures disbursed at end of the reporting period - 18%

Beginning check register Pmt No 31425; ending check register Pmt No 31535. No gaps in the Pmt # sequence. Beginning check register Check No 6962; ending check register Check No 6967. No gaps in the Check No sequence.

Action Item: Review and approve the monthly financial and supplemental reports.

Motion: Approve the September FY26 Financial and Supplemental Reports

Made by: Shelly Merchlewitz Seconded by: Stephanie Dunn

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

**on financial matters, if vote is not unanimous it must be recorded as a roll call vote.*

XI. Board Training (annual cycle of review)

- A. Legal Topic Review: Authorizer Compliance Binder/site visit rubric and 2024 Scorecard
- B. Montessori Philosophy: The Work of the Child
- C. Academic Data Review: Fall Fastbridge Screening

XII. Local Literacy Lead Job Description

Action Items: Approve the job description and appoint HOS as the Local Literacy Lead

Motion 1: Move to approve the Local Literacy Lead Job Description

Made by: Shelly Merchlewitz Seconded by: Kim Bell

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

Motion 2: Move to appoint the Head of School as the Local Literacy Lead

Made by: Stephanie Dunn Seconded by: Shelly Merchlewitz

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

XIII. Comprehensive Achievement and Civic Readiness (CACR) / Annual Report

Action Item: Approve the CACR/Annual Report

Motion: to approve the CACR Annual Report

Made by: Kim Bell Seconded by: Shelly Merchlewitz

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none

XIV. Policy: DRAFT BMS Food Authority Procurement Procedures Policy

Action Item: First Read

Motion: none

Made by: N/A Seconded by: N/A

Discussion notes: none

Vote: - Yea: - Nay: - Abstain: -

XV. Announcements/Additional Business

A. No Finance Committee in November, full Board meeting will begin at 6:00 as there will be 2 presentations: Travis from Creative Planning will do our annual financial training and CLA will present the audit.

B. Director Booth questioned what changes at Dept of Ed on federal level may mean for Bluffview, for now there is no clarity on what this may mean, but no immediate effects

XVI. Adjournment

Action Item: Adjourn

Motion: Move to adjourn the meeting at 8:10 pm

Made by: Shelly Merchlewitz Seconded by: Stephanie Dunn

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0 Abstain: 0

Decision notes: none