



Bluffview Montessori

Bluffview Montessori Board of Directors Meeting
October 24, 2024
6:00 PM

Vision:

Empowered learners unfolding their full potential as whole and unique persons in a global community.

Mission:

Bluffview Montessori School empowers self-directed learning through a materials-based Montessori curriculum that encourages independence and natural curiosity. Bluffview cultivates learners' deep respect for self, community, and a peaceful environment while nourishing the intrinsic desire 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 _6:00_ PM on __10/24/24__ .

I. Roll Call Attendance (Secretary)

Board Members Present or Absent:

Name	July	August	September	October	November	December	January	February	March	April	May	June
Meghan Booth	Y	Y	Y	Y								
Anna Aarre	Y	Y	Y	Y								
Shelly Merchlewitz	Y	Y	Y	Y								
Jessica McIlrath	Y	Y	Y	Y								
Marcy Faircloth	Y	Y	Arrived 6:36, joined at item VI	N, planned								
Kim Bell	Y	-	Y	Y								
Stephanie S. Dunn	-	Y	Y	Y								
Henry Schantzen	Y	Y	Y	Y								

Guests and Community Members Present:

Name	Relationship to Bluffview
Travis Berends (virtual)	Creative Planning Financial Controller: Board Finance Training

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:

Made by: Shelly Merchlewitz Seconded by: Anna Aarre

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:

Made by: Kim Bell Seconded by: Stephanie Dunn

Discussion notes: none

Vote: passed Yea: unanimous Nay: none Abstain: 0

Decision notes: none

Old Business

V. Policy 531- relates to daily recitation of Pledge of Allegiance

Action Item: Approve policy.

Motion:

Made by: Shelly Merchlewitz Seconded by: Kim Bell

Discussion notes: Per academic practice committee- classes not currently providing instruction in flag etiquette/respect, but are open to doing so. Question asked regarding whether all classrooms have flags- CH yes, not necessarily in all classrooms. Located in other various spots around school.

Vote: Yea: unanimous Nay: 0 Abstain: 0

Decision notes: passed unanimously

New Business

VI. Open Forum/Public Comment as per Policy 206

A. Speaker name and comment summary:

1. n/a

VII. Consent Agenda as per Policy 203.6

A. Administration Report(s)/ HOS report

1. Update given on READ ACT staff training progress
2. HOS provided clarification on paid leave reimbursement rates, including increase in employee contribution rate

B. Committee Reports

1. Community/ Family Engagement: Tina Smith formally declared she will serve as parent member and independent contractor, HOS states he approved her contracting status- not committee, so it is should not be a conflict. Also, she was engaged with the committee prior to being hired as a contractor. To avoid appearance of conflict of interest, documentation could be provided to support this.
2. B&G- projects <25k do not need multiple bids

C. Other/General information docs

1. Review of authorizer observation: need to identify changes to agenda 3 days in advance, cannot add items at meeting; items ending up needing more conversation should be pulled out into own agenda item for discussion

Action Item: Review and approve the consent agenda.

Motion:

Made by: Stephanie Dunn

Seconded by: Kim Bell

Discussion notes: none

Vote:

Yea: unanimous

Nay: 0 Abstain: 0

Decision notes: passed

VIII. Financial Reports

A. Financial Report and Supplemental Report Review: September 2024

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

Motion:

Made by: Shelly Merchlewitz

Seconded by: Stephanie Dunn

Discussion notes: ADM actual is 210, cash flow as of Sept 30: \$1,177,732.00

6921-6923 checks sequential without gaps. Instructional supplies budget noted to be at 89% already, but certain purchases are now coded differently and in this category that weren't before- such as FastBridge use, chrome books, etc.

Snack fees listed twice due to differing source of revenue/ commodity, and amount allotted to kitchen vs individual classrooms.

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

Decision notes: passed

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

IX. Policy Review- policies can be found at

<https://www.bluffviewmontessori.org/school-board/policies/>

A. Single Read: Approve the following policies:

- Policy #102, 104, 204, 207, 515, 516

Action Item: Approve policies [with exception of 516]

Motion:

Made by: Shelly Merchlewitz Seconded by: Stephanie Dunn

Discussion notes: Policy 104: Meghan Booth questioned how we document implementation of purpose stated in mission statement. HOS response was that, yes, this is documented in WBWF by noting our innovative charter piece is the Montessori approach

515- section numbering issues corrected

516- Meghan Booth moved to carry this over to next month for further discussion/ action; seconded by Kim Bell; unanimously approved

Vote: Yea: unanimous Nay: 0 Abstain: 0

Decision notes: passed

X. Board Training (annual cycle of review)- information only

A. Legal Topic Review: Finance Training-Travis Berends, Creative Planning (virtual)

B. Montessori Philosophy: The Absorbent Mind- presented by Anna Aarre

C. Academic Data: FastBridge fall screening data- presented by

Shelly Merchlewitz , some discussion about restarting homework, reading and math groups after school, as has been done in previous years

XI. Combined World's Best Workforce (WBWF) and Annual Report

A. This will be transitioning to the Comprehensive Achievement and Civic Readiness (CACR) Report next year. With that change, the reading by third grade goal will not be reported, and an additional goal has been added: "Prepare all students for lifelong learning."

B. Once approved, this data will be entered into MEGS (Minnesota Education Grant System) for reporting purposes. The template for that data was in the consent agenda.

Motion:

Made by: Anna Aare

Seconded by: Shelly Merchlewitz

Discussion notes: Grammatical and spelling errors noted for correction.

Vote: Yea: unanimous Nay: 0 Abstain: 0

Decision notes: passed unanimously

XII. Announcements/Additional Business

A. NA

XIII. Adjournment

Motion: Move to adjourn the meeting at 7:57 PM

Made by: *Kim Bell*

Seconded by: *Stephanie Dunn*

Discussion notes: none

Vote: passed Yea: unanimous Nay: 0

Abstain: 0

Decision notes: passed