



Bluffview Montessori

Bluffview Montessori Board of Directors Meeting
August 21, 2025
6:30 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 6:34 PM on 8/21/25

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										
Anna Aarre	Y	Y										
Shelly Merchlewitz	Y	Y										
Jessica McIlrath	Y	N										
Stephanie Dunn	Y	Y										
Kim Bell	Y	N										
Kevin Mahoney	NA	Y										
Henry Schantzen (Ex-officio)	Y	Y										

Guests and Community Members Present: N/A

Name	Relationship to Bluffview

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

Seconded by: Stephanie Dunn

Discussion notes:

Vote: Yea: unanimous Nay: Abstain:

Decision notes:

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 Mer

Seconded by: Stephanie Dunn

Discussion notes:

Vote: Yea: 4 Nay: Abstain: 1 (Kevin)

Decision notes: Kevin was not present last meeting

Old Business

V. Policy Updates: Approve policy 721 (tabled for further review last month for alignment with 797)

Action Item: Approve Policy update

Motion: Move to table 721

Made by: Shelly Seconded by: Meghan Booth

Discussion notes:

Vote: Yea: unanimous Nay: Abstain:

Decision notes:

New Business

VI. Open Forum/Public Comment as per Policy 206

- A. Speaker name and comment summary: n/a

VII. 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

Seconded by: Shelly

Discussion notes: none

Vote: Yea: unanimous

Nay:

Abstain:

Decision notes: Includes: VOA Pledge of Compliance execution

VIII. Financial Reports: July FY26 Financial and Supplemental Reports

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

Motion: Approve the July FY26 Financial and Supplemental Reports

Made by: Shelly

Seconded by: Stephanie

Discussion notes: **Summary of Key Financial Indicators**

* Average Daily Membership (ADM) Overview -

- o Original Budget: 211
- o Current ADM: 208

* The school's original budgeted surplus 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.

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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 \$42,657.

* Projected Debt Service Coverage Ratio at fiscal year-end is 1.11. Above 1.10x or 1.0x with 90 days cash on hand meets minimum bond covenants.

Financial Statement Key Points

*As of month-end, 8% of the year was complete.

* Cash Balance as of the reporting period is \$834,586 down from the previous month.

* Prior year holdback balance is \$268,293 as of the reporting period. Final payouts will occur throughout the year as MDE finalizes fy25 data.

Current year holdback estimate is \$27,683.

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Revenues received at end of the reporting period - 6%

* Expenditures disbursed at end of the reporting period - 2%

Vote: Yea: unanimous

Nay:

Abstain:

Decision notes: none

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

IX. Financial Reports: Unaudited FY25 (June) reports

Action Item: Review and approve the unaudited FY Financials

Motion: Approve the unaudited FY25 Financial reports

Made by: Shelly

Seconded by: Stephanie

Discussion notes:

Vote: Yea: unanimous Nay: Abstain:

Decision notes: none

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

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

A. Legal Topic Review: Bylaws review and approval of updates (Second read)

Motion: Approve Bylaws updates

Made by: Stephanie

Seconded by: Shelly

Discussion notes:

Vote: Yea: 4 Nay: Meghan Abstain:

Decision notes: none

B. Montessori Philosophy: History of the Method

1. Taken off the agenda

C. Academic Data Review: MCA Reading and Math reports

XI. Strategic Plan

Action Item: Discuss, revise, and finalize Vision/Mission/Core values as presented. Secondary action is to discuss/plan to approve the actual strategic plan/focus areas next month.

Motion: Approve the Vision, Mission, and Core Values

Made by: Stephanie

Seconded by: Shelly

Discussion notes:

Vote: Yea: unanimous Nay: Abstain:

Decision notes: none

XII. Policies: 806 Crisis Management (an annual review)

Action Item: Review and approve policies 806 Crisis Management

Motion: Approve Policy 806 as revised.

Made by: Stephanie

Seconded by: Meghan

Discussion notes: none

Vote: Yea: unanimous Nay: Abstain:

Decision notes: Note that this includes a change to I Love You Guys Standard Response Protocols and Reunification. The SRP section will be discussed/implemented/practiced during inservice week. Reunification work has work to be done.

XIII. Staff and Family Handbooks

Action Item: Review and approve Handbooks

Motion: Approve the Staff and Family Handbooks as amended

Made by: Shelly

Seconded by: Stephanie

Discussion notes: none

Vote: Yea: unanimous Nay: Abstain:
Decision notes:

XIV. Announcements/Additional Business
A.

XV. Adjournment

Action Item: Adjourn

Motion: Move to adjourn the meeting at

Made by: Meghan Seconded by: Shelly

Discussion notes: none

Vote: Yea:unanimous Nay: Abstain:

Decision notes: none