

La Crescent Montessori and STEM School
Thursday, January 7, 2016
Official Minutes
1116 South Oak Street, La Crescent, Minnesota
5:30 PM

La Crescent Montessori and STEM School's mission is to empower children to unfold their potential as whole and unique persons in a world community.

Call to Order:

Roll Call: 5:36 PM

Present: Heather Murphy, Ashleigh Bartz, Sam Thelemann, Melissa Johnson, and Natalie Hafner

Absent: None

Guests: Tammy Stremcha, Tiffany Clark, Ava Williams, and Joseph McDonald

Approval of January 7, 2016 Meeting Agenda – Add Personnel Committee Job Description.

Heather motions to approve the January 7, 2016 with said changes.

Second Motion: Ashleigh

Motion 5:0 unanimous

Approval of December 16, 2015 Meeting Minutes – *Included in agenda packet.

Sam motions to approve the December 16, 2015 Meeting Minutes.

Second Motion: Ashleigh

Motion 5:0 unaimous

Community Input: Three emails were sent to Sam Thelemann, secretary, with comments in regards to last month's meeting minute's topic, amendment of staff children's tuition. E-mails are included in the agenda packet.

A question was asked; at this point do all the teachers have to pay for their children to come to this school? Currently, children's house/ preschool under 4 years old are free to full time staff members. Under current policy LMSS offers a 25% discount to full time staff for tuition.

Which policy came first, 25% discount or the latest tuition adjustment? 25% came first

Board Committee Reports (20 minutes)

Budget/Finance (Heather Murphy) – Special meeting via email on December 23rd to review the revised budget to approve. Sent out the meeting request to the special Finance meeting 5 days in advance.

Policy (Natalie) – Currently working on specific items on Google docs. Did not meet.

Facility (Natalie) – Took floor plans of the building to the staff. Staff had time to go home and think. Staff met yesterday and talked through ideas for construction. There are still wrinkles to iron out, but staff feels confident to give our ideas to the facility to move forward with. Windows are replaced in the AP rooms! The front door security system camera is installed and working!

PR/Marketing (Melissa) – Did not meet.

Personnel (Melissa) – Met, yesterday at 2:15PM and worked on the job description.

Curriculum (Sam) – Did not meet.

Technology (Ashleigh) – Met, January 4, 2016 to work on job description.

Nominations (Sam) – Met with interested parent to sit on the board. Have a couple potential community members and one for sure community member interested in sitting on the board.

Past Business

Update on Disciplinary Actions and form (Referred to Policy Committee) – Refer to the Conflict Resolution Policy.

Update on Crisis Management Policy (Policy Committee) – Continually working on via Google docs.

Report: Director of Financial Operations (Tammy) – *Included in agenda packet.

Report: Epicenter Update (Tammy) – All up-to-date

Report: Co-Lead Teacher (Melissa) – Met with parents, students, and staff for various reasons.

Report: Co- Lead Teacher (Joseph) – Focused on starting up the Ambassadors program. Worked with other companies to donate to a variety of fundraisers. Working on the SIP report, due January 15. Conflict resolution. Haven't contacted lawyer at this point for future agenda item.

Update on By-Laws (Sam) – Has Eugene supplied us with the necessary documents? We have not heard from Eugene yet. Tammy has followed up with him, waiting for a response.

Update on Board Job Description – Later on Agenda

Discuss implementation of an ambassadors program (Joseph) – Ambassadors program will be an ongoing group to focus on spreading the school to the community. Parents have been contacted who have been picked to be part of the program. First an identity wants to be established with a specific group, then potentially branching out. A request was made to have a written idea of the idea of the Ambassadors program before this becomes a program. At this point there is a sense felt by some that it is more of a PR Committee at this point. Joseph will come up with a written focus to help clarify and review with the parents that were invited on how they want the program to work.

Discuss all upcoming 2015-16 School Year Service Days to anticipate salary change (Joseph) – This is in regards to overnight stays on field trips. At this point we need to identify the policy in regards to overnight camp trips with students. Tammy will look into what we currently have and forward it out to staff members that are involved with this and CC the board members. Lock-Ins are a volunteer basis.

Update on Amendment of staff children's tuition (referred to Policy Committee and Lead Teachers) – Lead teachers did not meet. At this point in time it is not a discussion. It will continue to be visited. When there is an update the board will be updated.

Update on Secondary Legal Counsel– Would we keep our current legal counsel and use this new candidate as a secondary? Are they specific with Charter Law? – Joseph hasn't had the opportunity to meet with the legal counsel.

Update on the all school fundraiser –How much will the fundraiser cost initially and where will the money come from? – No information at this point.

Update on purchase of a liquor license – Cost: free, \$175? Who can be present? – For an all school fundraiser, no students, afterschool hours. The city counsel's next meeting is February 4, 2016 to approve the request. A hard liquor license is not available but beer and wine is potentially and it is still looking to be free. City Counsel is looking into how we can sell the alcohol and if students can be present. City Counsel meets the day before the event is scheduled, should we be looking at different days? The date will be changed... TBD.

Update on Letter of Intent/ Lease Agreement – No update.

Present Business

Approval of December 2015 Expenditures – *Included in agenda packet.

Heather motions to table the December 2015 Expenditures until January 21, 2016 meeting.

Second Motion: Melissa

Motion 5:0 unanimous

Approval of December 2015 Bank Reconciliations- *Included in agenda packet.

Heather motions to table the December 2015 Bank Reconciliations until January 21, 2016 meeting.

Second Motion: Melissa

Motion 5:0 unanimous

Review of Balance Sheet, Income Statement, Cash flow, Enrollment Reports, and Financial Statement Report for December– Not ready until January 21, 2016 meeting.

Approval of Curriculum Job Description (Sam) – *Included in agenda packet.

Heather motions to approve the Curriculum Job Description as was.

Second Motion: Melissa

Motion 5:0 unanimous

Approval of Nominations Committee Job Description – *Included in agenda packet.

Melissa motions to approve the Nominations Committee Job Description.

Second Motion: Heather

Motion 5:0 unanimous

Approval of Revised Budget (Heather) – *Included in agenda packet.

There is one fund in the negative, but overall the revenue is ahead!

Adolescent Program Line items are broken out this year to clarify which is which.

Natalie motions to approve the Revised Budget.

Second Motion: Sam

Motion 5:0 unanimous

Review first reading of Technology Committee Job Description (Ashleigh) – Fixing the format to correlate with other job descriptions. If there are any changes or adjustments that need to be made please contact Ashleigh Bartz.

Review SIP Narrative Summary (Joseph) – This is due January 12, 2016. The final date for teachers to collect data is January 29, 2016; this needs to be complete before the summary can be finalized. 85% is done at this point.

Heather thanks Joseph for the great work on the World’s Best Workforce!!!

Review first reading of Board Job Description – Sam Thelemann will make some formatting changes and add the length of monthly meetings.

Approval of Update to Montessori Certification Tuition Reimbursement Policy – *Included in agenda packet.

Sam motions to approve the updates made to the Montessori Certification Tuition Reimbursement Policy.

Second Motion: Heather

Motion 5:0 unanimous

Review first reading of Conflict Resolution Policy – *Included in agenda packet. This will be deferred to the February 2016 meeting to give more time to read.

Review first reading Personnel Committee Job Description (Melissa) - *Included in agenda packet. Melissa will format to correlate with other job description formats. Add “for board approval”.

Future Business

Adjournment: 6:38 PM

Sam motions to approve adjournment of the board meeting.

Second Motion: Ashleigh

Motion 5:0 unanimous

**Next Board Meeting date: January 21, 2016 at 6:00 PM*