

La Crescent Montessori and STEM School
Thursday, February 18, 2016
Official Minutes
1116 South Oak Street, La Crescent, Minnesota
4:30 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: 4:41

Roll Call:

Present: Melissa Johnson, Natalie Hafner, Ashleigh Bartz, Tara Thompson, Sam Thelemann

Absent: None

Guests: Tammy Stremcha

Approval of February 18, 2016 Meeting Agenda – Change chairs of committees. Add approval of purchase of science equipment.

Natalie motions to approve the February 18, 2016.

Second Motion: Tara

Motion 5:0 unanimous

Approval of January 21, 2015 Annual Meeting Minutes – *Included in agenda packet.

Sam motions to approve the January 21, 2016 Annual Meeting Minutes.

Second Motion: Tara

Motion 5:0 unanimous

Community Input: Letter from Trevor and Nicole Anderson. *Included in agenda packet.

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Met February 9, 2016. January 2016 bank statements were reviewed for new members of the committee- clarified confusions and terminology. Reviewed financial statements, no comments or concerns with that. Joseph talked with finance about 360clean quote- 360clean offers an automatic payment plan and supplies their own cleaning supplies.

Policy (Tammy Stremcha) – Met February 10, 2016. Five polices were talked about, four have been sent to the board for approval. The fifth polices was the tuition for LMASS staff. The committee agreed that some sort of benefit needs to happen, but the policy was tabled for the next meeting. It was tabled to give members some time to brainstorm a variety of different ideas in regards to this policy.

Facility (Natalie) – Did not meet.

PR/Marketing (Melissa and Tara) – Did not meet. Laurie will be coming in Monday the 29th at 3:00 to talk about radio ads/marketing.

Personnel (Melissa) – Did not meet. Will be meeting with information given about 360clean.

Curriculum (Sam) – Did not meet.

Technology (Ashleigh) – Did not meet.

Nominations (Sam) – Did not meet.

Past Business

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

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

Report: Co-Lead Teacher (Melissa) – Conferenced with parents, students, staff concerning various issues, attended IEP's, and phone conferenced with potential Head of School candidate.

Report: Co- Lead Teacher (Joseph) – Joseph not present.

Update on By-Laws (Sam) – Has Eugene supplied us with the necessary documents? We have not gotten anything from Eugene.

Update on implementation of an ambassadors program (Joseph) – Joseph not present.

Discuss all upcoming 2015-16 School Year Service Days to anticipate salary change (Joseph) – *YOE e-mail from Tammy included in agenda packet.
Joseph not present.

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 not present.

Update on Silent Voices, Thoughtful Minds (Joseph)– Joseph not present.

Update on purchase of a liquor license (Joseph) – Joseph not present.

Update on Letter of Intent/ Lease Agreement – The letter of intent is void.

Update on SIP Narrative Summary (Joseph) – Joseph not present.

Review first reading of Conflict Resolution Policy – *Included in agenda packet. Change terminology from School Director to Head of School.

Present Business

Approval of purchase for science lab equipment – LMSS will be switching locations of our science lab in the school. With the location change there will be costs for cabinets, storage, etc. After looking at finances there is about \$5,000.00 to work with. We have found some discount with being MAC members. All items being looked at for purchase are moveable items.

Melissa motions to approve the purchase, up to \$5,000.00, for science lab equipment.

Second Motion: Ashleigh

Motion 5:0 unanimous

Approval of January 2016 Expenditures – *Included in agenda packet.

Tara motions to approve the January 2016 expenditure.

Second Motion: Ashleigh

Motion 5:0 unanimous

Approval of January 2016 Bank Reconciliations- *Included in agenda packet.

Sam motions to approve the January 2016 Bank Reconciliations.

Second Motion: Melissa

Motion 5:0 unanimous

Review of Balance Sheet, Income Statement, Cash flow, Enrollment Reports, and Financial Statement Report for January 2016 – *Included in agenda packet.

LMSS got the finance award!

Approval of Technology Committee Job Description (Ashleigh) – Information remains the same. Some edits were made to format and sentence structure.

Natalie motions to approve the technology committee job description.

Second Motion: Tara

Motion 5:0 unanimous

Approval of Board Job Description –

Sam motions to approve Board Job Description.

Second Motion: Melissa

Motion 5:0 unanimous

Approval of Personnel Committee Job Description (Melissa) –

Tara motions to approve the Personnel Committee Job Description.

Second Motion: Sam

Motion 5:0 unanimous

Approval of Kelsey Holtslander and Joseph McDonald to take a PDO day on March 24, 2016 –

Natalie motions to approve Kelsey Holtslander and Joseph McDonald to take a PDO day on March 24, 2016.

Second Motion: Sam

Motion 5:0 unanimous

Approval of Ashleigh Bartz for a full Professional Development Day on February 19, 2016 –

Sam motions to approve Ashleigh Bartz for a full Professional Development Day on February 19, 2016.

Second Motion: Melissa

Motion 4:0 1 abstained A. Bartz, conflict of interest.

Approval of Melissa Johnson to take PDO for March 29, 30, 31 and April 1st.

Ashleigh motions to approve PDO for Melissa Johnson on March 29, 30, 31 and April 1st.

Second Motion: Tara

Motion 4:0 1 abstained M. Johnson, conflict of interest.

Approval of Class Sizes and Staffing Needs Policy –

Tara motions to approve the Class Sizes and Staffing Needs Policy.

Second Motion: Natalie

Motion 5:0 unanimous

Approval of Lock-Down and Evacuation Policies; both parts of the Crisis Management Policy –
Melissa motions to approve the Lock-Down and Evacuation Policies
Second Motion: Sam
Motion 5:0 unanimous

Approval of hire for 360Clean (Joseph) – *Contract proposal included in agenda packet.
Melissa motions to table approval of hire of 360clean until personnel can meet to review
current contract.
Second Motion: Natalie
Motion 5:0 unanimous

Approval of the termination of Sun Ray Cleaning Service (Joseph) –
Melissa motions to table approval the termination of Sun Ray Cleaning Service until
personnel can meet to review current contract.
Second Motion: Tara
Motion 5:0 unanimous

Dates for future board meeting – every third Thursday of the month at 3:30 PM.
March 17, 2016
April 21, 2016
May 19, 2016
June 16, 2016
June 30, 2016
July 21, 2016
August 18, 2016
September 15, 2016
September 29, 2016
October 20, 2016
November 17, 2016
December 15, 2016
January 12, 2016
Annual Meeting January 19, 2016 at 6:00 PM performances at 5:30 PM

Future Business

Adjournment: 5:26 PM
Natalie motions to approve adjournment of the board meeting.
Second Motion: Tara
Motion 5:0 unanimous

**Next Board Meeting date: March 17, 2016 at 3:30 PM*