

La Crescent Montessori and STEM School
Thursday, April 21, 2016
Official Minutes
1116 South Oak Street, La Crescent, Minnesota
3:30 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: 3:33 PM

Roll Call:

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

Absent:

Guests: Tammy Stremcha

Approval of April 21, 2016 Meeting Agenda – Added Just 4 Kicks Lease Extension

Natalie motions to approve the April 21, 2016.

Second Motion: Ashleigh

Motion 5:0 unanimous

Approval of March 17, 2016 Meeting Minutes – *Included in agenda packet.

Tara motions to approve the March 17, 2016 Meeting Minutes.

Second Motion: Sam

Motion 5:0 unanimous

Community Input: Tammy Stremcha updated the board about the MAC meeting, which took place earlier today: integration rule, governance survey will be coming out soon, administrator qualifications job descriptor and evaluation, Initiative Award, MAC fees are lowering for next year, and during hirer/job description we should have what a Charter School is talking about our school board.

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Met on April 12, 2016 and looked/discussed the basics. The quarterly financial statements looked good. The second reading of the FY17 budget took place. FY17 budget is on the agenda for a first reading with the board. A discussion took place on how to increase Pre-K enrollment. One idea was making preschool free. It was handed over to PR for further discussion.

Policy (Tammy Stremcha) – *Attached in agenda packet.

Facility (Natalie) – Did not meet.

PR/Marketing (Melissa and Tara) – Met on April 14, 2016 and discussed the free preschool idea. Creative marketing for this potential change was also discussed. This will continue to be discussed through the committee. The environmental art fair was also discussed; E-mails and letters will be going out to families tomorrow.

Personnel (Melissa) – Met April 11, 2016. Discussed position postings, and putting a banner across website and Facebook pages to advertise that we are hiring. An exit policy for staff is in the process of being created. Next meeting is schedule for may 9th at 5:30.

Curriculum (Sam) – In the process of scheduling a time to meet.

Technology (Ashleigh) – Met March 18, 2016. Talked about quotes for phone and Internet. Also talked about a direct line to the fire department. Looked into quotes for laptops

Nominations (Sam) – Did not meet.

Past Business

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

Report: Epicenter Update (Tammy) – *Included in the agenda packet.

Report: Co-Lead Teacher (Melissa) – Job done!

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

Update on Secondary Legal Counsel (Joseph)– Not present.

Discuss Charter School Defense Fund Request – We need to support the issue if we expect others to support the issue. The board has decided to help support Charter Schools Defense Funds. The board is telling DFO pay \$300 for legal support to the Charter School Defense Fund.

Present Business

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

Sam motions to approve the March 2016 expenditure.

Second Motion: Natalie

Motion 5:0 unanimous

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

Natalie motions to approve the March 2016 Bank Reconciliations.

Second Motion: Tara

Motion 5:0 unanimous

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

Review of Quarterly Financial Statements (Tammy) – *Included in agenda packet.

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

Melissa motions to approve the Policy Committee Job Description.

Second Motion: Natalie

Motion 5:0 unanimous

Approval of two professional days for Tami Holtslander on April 7th and 8th. – At Viterbo on April 7 & 8 :Teaching the Holocaust. Day one class and program was 7:30 am - 10:30 pm. Day two is 8-4:30. It cost \$185, not including the book. Tami had to write a personal reflection and read the Holocaust survivors book. Will have to write about each session and include notes to receive graduate level credit for it.

Sam motions to approve two professional days for Tami Holtslander.
Second Motion: Melissa
Motion 5:0 unanimous

Approval of 2016-2017 Speech Contract (Tammy) – *Included in agenda packet.
Ashleigh motions to approve the 2016-2017 Speech Contract.
Second Motion: Tara
Motion 5:0 unanimous

Review ACNW Site Visit Follow Up (Tammy) – *Included in the agenda packet. A concern brought up that David mentioned LMSS goals and SIP updates are not aligning. This has been brought up before. Joseph has been handling this section. Has he been in contact regarding this issue?

First reading of 2016-2017 budget (Tara) - *Included in the agenda packet.
Clarification about the format made questions about \$0 being budgeted for some items.
Is there potential to budget for full-time aids in every classroom?
Is there potential to budget for raises for full-time staff members?
Q COMP could be something we look into
Tara will talk with Joseph about this topic and look further into it.

**Ashleigh had to leave meeting 4:54 PM.

Approval of identified official with authority to be Melissa Johnson (Tammy) –
Natalie motions to approve the identified official with authority as Melissa Johnson.
Second motion: Tara
Motion 4:0 unanimous

Review of Board Training (Tammy) – We are hosting! Who is bringing what?
All board members are attending.
Subway/ Quillins platter based on how many people sign up.
Natalie will make dessert.
Bags of Chips
Bottled Water

Discuss a seven-year plan for school growth to include targeted goals and strategies for curriculum development, fiscal autonomy, enrollment growth, program differentiation and expansion, and revisit the working philosophy and continuity of said philosophy between the two LMSS program. (Joseph) – Not Present.

Note: The Adolescent Program is legally a separate program under the LMA district and should, in many ways, be treated as such in this plan. This is particularly important when acknowledging that there is no true Montessori high school template.

Review current board training and develop a plan to ensure that all new (and current) board members have up-to-date board training. (Joseph) – Not Present.

Note: Training must be completed annually and is reported on in the annual report. This follow-up on board training should be followed up with a working session to discuss training findings and review the efficiency of board function.

Approval of a full Professional Development Day for Ashleigh Bartz on April 16, 2016.

Sam motions to approve the full professional development day for Ashleigh Bartz on April 16, 2016.

Second Motion: Melissa

Motion 4:0 unanimous

Approval of Bully, Harassment, Intimidation, and Discrimination Policy - *Included in agenda Packet.

Sam motions to approve the Bully, Harassment, Intimidation, and Discrimination Policy.

Second Motion: Tara

Motion 4:0 unanimous

Approval of Employee Discount Policy – *Included in agenda packet.

Where did the cap come from?

- It was made by what is fiscally appropriate for the budget at this time.

Natalie motions to approve the Employee Discount Policy.

Second Motion: Tara

Motion 4:0 unanimous

Approval of Facility Use Policy – *Included in agenda packet.

Natalie motions to approve the Facility Use Policy.

Second Motion: Sam

Motion 4:0 unanimous

Approval of the Religious Accommodation Policy – *Included in agenda packet.

Tara motions to approve the Religious Accommodation Policy.

Second Motion: Natalie

Motion 4:0 unanimous

Approval of the Reviewing Accident Logs Policy – *Included in agenda packet.

Tara motions to approve the Reviewing Accident Logs Policy.

Second Motion: Sam

Motion 4:0 unanimous

Approval of alcohol at the Environmental Art Fair (Melissa) – We are hoping to have local vendors for wine tasting and beer tasting that have eco-friendly and sustainable practices.

Sam motions to approve alcohol at the Environmental Art Fair.

Second Motion: Tara

Motion 4:0 unanimous

Approval of the 360 Clean Contract (Joseph) – *Included in agenda packet.

Melissa motions to approve the 360 Clean Contract for three days per week at a monthly cost of \$975.00 for the month's school is in session; summer cleanings will occur as needed.

Second Motion: Tara

Motion 4:0 unanimous

Approval to terminate Sunshine Cleaners immediately (Joseph) –

Melissa motions to approve the termination Sunshine Cleaners services immediately.
Second motion: Tara
Motion 4:0 unanimous

Approval of Extension of Just 4 Kicks sublease agreement for one month (Tammy) – Just 4 Kicks are expanding in their two other locations so they will be done in La Crescent in August. They would like to extend their current sublease until the month of August.

Melissa motions to approve the extension of Just 4 Kicks sublease agreement for one month.

Second motion: Tara
Motion 4:0 unanimous

Future Business

Adjournment: 5:18 PM

Melissa motions to approve adjournment of the board meeting.

Second Motion: Sam

Motion 4:0 unanimous

**Next Board Meeting date: May 19, 2016 at 3:30 PM.*