

La Crescent Montessori and STEM School
Thursday, May 19, 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: 3:40 PM

Roll Call:

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

Absent:

Guests: Tammy Stremcha and Joseph McDonald

Kelsey Holtlander

Approval of May 19, 2016 Meeting Agenda – Approval of Smith Schafer as 2016-2017 financial auditor for LMSS. Approval of \$120.00 for additional laptop accessories: two cases, one number pad, Microsoft suite, wireless mouse, and antivirus. Approval of laptop purchase. Discussion what needs to be approved. Approval of hire of Kate Garfin as full time adolescent program.

Tara Thompson motions to approve the May 19, 2016 meeting agenda.

Second Motion: Ashleigh

Motion 5:0 unanimous

Approval of April 21, 2016 Meeting Minutes – *Included in agenda packet.

Sam motions to approve the April 21, 2016 meeting minutes.

Second Motion: Tara

Motion 5:0 unanimous

Community Input:

Joseph

- Discussion about storage units.
 - We have equipment that is used a couple times a year would it be beneficial for us to store it else where.
 - Joseph provided us with quotes on prices for different storage units.
 - *Included in agenda packet.
 - We will look into some sort of storage for the materials we have that aren't used frequently.
- Sustainable Funding
 - Finance can look into this option
 - Grants
 - Joseph will send information to Finance
- Contract and Hours
 - Hours above and beyond school calendar
 - What do we do to address that... something for us to look into.
- New cleaners are in the building
 - Joseph will send out cleaner's contact information

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Met on May 10, 2016.

2016-2017 Budget Discussion: 3 full time AP Teachers, 1 half time aid for EII, and 1 full time aid in children's house.

Discussed which reports needs to be given monthly and quarterly.

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

Facility (Natalie) – Did not meet. There was an electrical update in the science lab. Flooring in the science lab will be worked on.

PR/Marketing (Melissa and Tara) – New initiative will be on Children's House and getting those numbers up. New radio ads will be airing soon: z93 and the winter on 94.7.

Personnel (Melissa) – Met on May 9, 2016. Went over different policies that will be submitted to the board next board meeting. New applicants were looked over.

Curriculum (Sam) – Met on May 7, 2016. Summer Slide Curriculum was created and the LMSS Reading Challenge was created.

Technology (Ashleigh) – Met on May 10, 2016. Looked into getting refurbished Apple Laptops. Decided we wouldn't lease laptops. Looked into Chrome Books- leasing options for students. Talked about phone lines and internet.

Nominations (Sam) – Talked about changing the committee name from Nominations to Board Governance- the committee would be responsible for nominations, board retreats, board training etc. Also talked about the Board Retreat we would like to plan for this summer.

Melissa Johnson motions to officially change the nominations name to Board Governance Committee to include things such as board retreats, board trainings, nominations, etc.

Second Motion: Natalie Hafner

Motion 5:0 unanimous

Past Business

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

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

Report: Co-Lead Teacher (Melissa) – Finished report Audubon had requested. Worked with students. Gave Tours.

Report: Co- Lead Teacher (Joseph) – Nothing to report.

Update on Secondary Legal Counsel (Joseph) – Specialists in Charter Laws. Do work with Montessori Schools. Associates do the majority of the research. Partners do a majority of the litigation.

Review current board training and develop a plan to ensure that all new (and current) board members have up-to-date board training. (Joseph) –

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.

(Tammy and Sam) – Board Retreat: All board members need to highlight 3 questions from each section (5), due next Friday, May 27. Charter School MACS Question series.
Suggestions on locations for retreat: Wisconsin Dells, or Renting Cabin.
Weekends, Days, or Times: Send dates up to November that work by the 27th.

Approval of 2016-2017 budget (Tara) - *Included in the agenda packet.

Questions asked during first reading.

Is there potential to budget for full-time aids in every classroom?

No

Is there potential to budget for raises for full-time staff members?

Discussed in Financial Report

Q COMP could be something we look into

Tara will talk with Joseph about this topic and look further into it.

Joseph is going to send Tara the information needed to set up webinar.

Melissa motions to approve the 2016- 2017 school budget.

Second motion: Natalie

Motion 5:0 unanimous

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) –

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.

Board will be developing a strategic plan in the near future.

Joseph will be getting us a packet of the things he has begun in hopes to help further this idea.

Look for this next week.

Present Business

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

Natalie motions to approve the April 2016 expenditure.

Second Motion: Sam

Motion 5:0 unanimous

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

Natalie motions to approve the April 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 April 2016 – *Included in agenda packet.

Discussion on new financial reports (Tara) – The finance committee has discussed a new format for reporting that is easy to visualize and more “user friendly”. They will provide the board with these reports starting the second meeting of June.

Approval of \$5,000.00 stipend added to base salary for FY17 to DFO, Tammy Stremcha, for training in HOS or continuing with HOS duties –

Sam motions to approve \$5,000.00 stipend added to base salary for FY17 to DFO, Tammy Stremcha, for training in HOS or continuing with HOS duties.

Second motion: Tara

Motion 5:0 unanimous

Approval FY17 Family Handbook – *Included in agenda packet.

Sam motions to approve FY17 Family Handbook.

Second motion: Ashleigh

Motion 5:0 unanimous

Approval of changes to the 15-16 Calendar – *Included in agenda packet.

Tara motions to approve the changes made to the 15-16 school calendar.

Second Motion: Melissa

Motion 5:0 unanimous

Approval of 16-17 Calendar – Hours of instruction are short for the Adolescent Program as stands. *Included in agenda packet. Rotate recess: Wednesday recess rotated by all licensed teachers. That will fulfill hours and add 4 extra cushion days.

Melissa motions to approve the 16-17 school calendar now with appropriate hours of instruction for the Adolescent Program.

Second Motion: Ashleigh

Motion 5:0 unanimous

Discuss Mandatory Time Requirements for AP Level – *Letter from Tami Holtslander included in agenda packet.

The staff handbook states that employees are required to work up to 20 or 21 days.

Wednesday November 18th meeting minutes.

Interferes with current policy.

Policy Committee will look into clarification in staff handbook.

Communication needs to become a priority.

Would like to look into an extended work day.

Melissa is going to look into surrounding districts and see their structure and how they are paid contractual: requirement hours.

President will provide Tami with a response to her letter directed to the board.

Melissa left at 5:20 PM

Approval of MACS membership for the 16-17 school year –

Ashleigh motions to approve MACS membership for the 16-17 school year.

Second Motion: Tara

Motion 4:0 unanimous

Approval of 2016-2017 Lease Amendment (Tammy) – *Included in agenda packet.

An amendment was made in paragraph 29 in regards to the escape clause.
Sam motions to approve the 2016-2017 leave amendment.
Second Motion: Tara
Motion 4:0 unanimous

Review of donation from Viterbo University of five compound microscopes with a value of \$2,500.00 –

Approval of Tammy Stremcha compensation for ten lead teacher hours –
Tammy put in 10 hours in lead teacher duties aside from the original list of duties she was appointed.
Lead teachers are paid \$23 an hour.
Sam motions to approve Tammy Stremcha's compensation of \$230.00 for ten lead teacher hours.
Second Motion: Ashleigh
Motion 4:0 unanimous

During the discussion of this approval the board has come to the conclusion moving forward that we need a lead teacher detailed list of duties completed upon submission of hours. Lead Teacher hours are outside of the instructional hours required.

IEP Meeting Date
What Grants and How Much
Student grade that your conflict resolution with
What report
Were submissions on time
etc.

Lease Aid Training (Tammy) – 20 minutes

Approval of a half professional day for Samantha Thelemann to observe in Winona, MN at Riverway –
Tara motions to approve a half professional day for Samantha Thelemann to observe in Winona, MN at Riverway.
Second Motion: Ashleigh
Motion 3:0 unanimous 1 abstained S. Thelemann- conflict of interest

Approval of Smith Schafer as 2016-2017 financial auditor for LMSS – *Included in agenda packet.
Ashleigh motions to approve Smith Schafer as the 2016-2017 financial auditor for LMSS.
Second Motion: Tara
Motion 4:0 unanimous

Approval of \$120.00 for additional laptop accessories: two cases, one number pad, Microsoft suite, wireless mouse, and antivirus. *Information included in e-mail sent out to board.

*Information included in agenda packet.

Tara motions to approve \$120.00 for additional laptop accessories.
Second Motion: Ashleigh
Motion 4:0 unanimous

Approval of laptop purchase - *Included in agenda packet.

Laptop purchase will go over budget.

Sam motions to approve the laptop purchase with the understanding that this purchase goes over budget.

Second Motion: Tara

Motion 4:0 unanimous

Discussion what needs to be approved (Tara and Sam) – Field trips? Programs- Summer Slide Curriculum? Donations?

Refer to Policy to look into if a policy is necessary. Policy Committee will get back to us as soon as possible.

Approval of hire of Kate Garfin as full time adolescent program teacher –

Tara motions to approve the hire of Kate Garfin as the full time adolescent program teacher.

Second Motion: Ashleigh

Motion 4:0 unanimous

Future Business

Adjournment: 6:05 PM

Sam motions to approve adjournment of the board meeting.

Second Motion: Natalie

Motion 4:0 unanimous

**Next Board Meeting date: June 16, 2016 at 3:30 PM.*