

**La Crescent Montessori and STEM School**  
**Thursday, June 16, 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:** 3:37 PM

**Roll Call:**

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

Absent: None

Guests: Tami Holtslander and Tammy Stremcha

Approval of June 16, 2016 Meeting Agenda – \*Included in agenda packet.

Tara motions to approve the June 16, 2016 meeting agenda.

Second Motion: Ashleigh

Motion 5:0 unanimous

Approval of May 19, 2016 Meeting Minutes – \*Included in agenda packet.

Natalie motions to approve the May 19, 2016 meeting minutes.

Second Motion: Tara

Motion 5:0 unanimous

**Community Input:**

**Board Committee Reports (20 minutes)**

**Budget/Finance (Tara)** – Did not meet.

**Policy (Tammy Stremcha)** – Met twice: June 8th and June 12th worked on two policies which will be discussed later in the meeting.

**Facility (Natalie)** – Did not meet. The fridge needs a hose.

**PR/Marketing (Melissa and Tara)** – Did not meet.

**Personnel (Melissa)** – Met on Monday, June 13th and finalized selection and hiring policy and talked to candidates about hiring.

**Curriculum (Sam)** – Did not meet. Next meeting is scheduled on July 10th.

**Technology (Ashleigh)** – Met on May 23rd. Discussed chrome books, additional items for laptops, and the present laptop cart.

**Board Governance (Sam)** – E-mails have been going back and fourth for information to be implemented for the board retreat. Dates are still be set for the board retreat. Potential dates are MEA week and August 5-7th.

**Past Business**

Report: Director of Financial Operations (Tammy) – Since the last board meeting, we have finished out the school year. At this point, Pre K- 6th grade reports cards have been sent home. Post service days were utilized, planning for next year has begun. Final drills were provided to students. Tammy has attended JMC and SERVS training.

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

Report: Co-Lead Teacher (Melissa) –  
2 hours IEP meetings  
1 hour emails  
2 hours tour/mtgs/collaboration

Report: Co- Lead Teacher (Joseph) –

**June 4, 11:15am to 4:30pm (5.25 hours)**

- Wrote preliminary endowment plan for land
- Explored busing options with Ready Bus
- Spoke with Annette O'Hern for partnership with Health Science Academy
- Wrote annual fundraising plan and potential ideas for programming with general goals

**June 5, 11:15am to 4:30pm (5.25 hours)**

- Wrote long term curriculum development plan
- Wrote academic accountability plan and compiled tools

**June 7, 3:30pm to 5:00pm (1.5 hours)**

- Wrote program notes and final timeline for unfinished grants for next year

Update on mandatory time requirements -

From past meeting minutes: 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 hasn't gotten any information at this point because she isn't able to see a contract.

Update on what needs to be approved -

From past meeting minutes: Refer to Policy to look into if a policy is necessary. Policy Committee will get back to us as soon as possible.

Have not discussed at this point.

**Present Business**

Discuss Title I (Tammy) - It has been requested by Audubon that our school look into Title I. Title I is money specifically meant to help struggling students. The money received are based on the free and reduced count. For Title I you must form a group of teachers and parents. This group will determine what students need help, how we will help them, and if the help was successful. The school must apply annually.

Is the cost worth the outcome?

Where will services take place?

What tests are qualified appropriate data collection?

What do they expect to identify what “norms” are?

How will the Title I instructor be trained in the lessons needed to be given?

Further discussion will take place at the next board meeting.

Discuss Head of School (Melissa) - There has been discussions taking place with a couple different candidates.

What we need at this point?

Teacher evaluations

Curriculum expansion

Report writing

Melissa will make sure HOS job descriptions are updated on all necessary online postings.

Joseph will post HOS job descriptions on new websites.

MACs

Montessori Center of Minnesota

Board members will start forwarding questions they have to ask a potential consultant until full-time HOS is filled.

Approval of updates made to New Selection and Hiring Policy - \*Included in agenda packet.

Sam motions to approve the updates made to the New Selection and Hiring Policy.

Second Motion: Natalie

Motion: 5:0 unanimous

First reading of Bringing Montessori to Everyone Policy - \*Included in agenda packet.

Approval of Ashleigh Bartz not working the week of August 22- 26 and working the following week, August 29 - September 1. (Ashleigh) - Communicate with new staff members if they need to reach out to you during the week you'll be gone.

Melissa motions to approve Ashleigh Bartz not working August 22-26 and working August 29- September 1.

Second Motion: Natalie

Motion: 5:0 unanimous

Approval of Staff Handbook - \*Included in agenda packet. Selection and Hiring Policy will be updated.

Ashleigh motions to approve the Staff Handbook with said updates.

Second Motion: Melissa

Motion: 5:0 unanimous

Approval of professional days for Tammy Stremcha on June 14th and 15th with expenses being \$205.24.

Tara motions to approve professional days for Tammy Stremcha on June 14th and 15th with expenses being \$205.24.

Second Motion: Natalie

Motion:

Approval of Designs for Learning Services 2016-2017 -

Natalie motions to approve Designs for Learning Services 2016-2017.

Second Motion: Ashleigh

Motion: 5:0 unanimous

### **Future Business**

Adjournment: 5:00 PM

Melissa motions to approve adjournment of the board meeting.

Second Motion: Tara

Motion 5:0 unanimous

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