

La Crescent Montessori and STEM School
Thursday, June 30, 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: 4:06 PM

Roll Call:

Present: Natalie Hafner, Tara Thompson, and Sam Telemann

Absent: Melissa Johnson and Ashleigh Bartz

Guests: Tammy Stremcha

Approval of June 30, 2016 Meeting Agenda – *Included in agenda packet. Add 20 minutes board training: "Board Purpose".

Tara motions to approve the June 30, 2016 meeting agenda.

Second Motion: Natalie

Motion 3:0 unanimous

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

Sam motions to approve the June 16, 2016 meeting minutes.

Second Motion: Tara

Motion 3:0 unanimous

Community Input: None

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Did not meet.

Policy (Tammy Stremcha) – We met on June 22nd at 3:30 pm. We updated the Building Access Policy and have provided it for your review today. We also discussed ideas for a new policy that determines when field trips need to be board approved, and a few other field trip concerns. The next board meeting will be July 27th, so there will not be any policies for the board to review until the August meeting.

***The policy committee is requesting the board look into providing lead teacher employment contracts that include responsibilities, work hour restrictions, work submission reports/approval process and pay schedule information to continue for a more streamlined and professional atmosphere at LMSS.

***Board is directing Policy Committee to come up with a preliminary draft for lead teacher employment agreement.

Facility (Natalie) – Did not meet. There will be a further discussion about playground later in the agenda.

PR/Marketing (Melissa and Tara) – Did not meet. A discussion took place about the

involvement in local parades. The need for a banner also got brought up, which is necessary for the different parades. A banner has been ordered! Board requests to place an order for the second banner.

** Board asks PR/Marketing to create summer parade schedule for the school to participate in. Potential family sign-up at the annual meeting.

Personnel (Melissa) – Melissa not here.

Curriculum (Sam) – Meet July 10.

Technology (Ashleigh) – Ashleigh is not here. LMSS is going to AcenTek for telephone and internet.

Board Governance (Sam) – Working on board retreat.

Past Business

Report: Director of Financial Operations (Tammy) – I continue to complete year-end data entry, and prepare for next school year. I have submitted various reports to stakeholders. I have spoken with MDE personnel about title I funds, organized some playground work, attended various meetings, and paid bills. The school is in the process of converting our wireless/phone services to Acentek with various degrees of support and management.

Report: Epicenter Update (Tammy) – One item past due, otherwise everything is up to date.

Report: Co-Lead Teacher (Melissa) – Melissa is not here.

Report: Co- Lead Teacher (Joseph) –
6/20 Monday 5:30pm-7pm (1.5 hours)
Final Emailing

6/21 Tuesday 12pm-12:30pm (0.5 hours)
Email response

6/22 Wednesday 9am-1:30pm (4.5 hours)
Technology training
Meeting with LaVonne Beach

6/23 Thursday 11:15am-3:15pm (4 hours)
Final organization of files

Discuss Title I (Tammy) - Norms means, you have to use a test that is considered norm; a test that is used by a variety of pupils. All the tests LMSS use are appropriate tests for Title I data collection. Instructors would have to be trained by the teacher. Next step to implement Title I would be to formulate the parent meeting.

Questions from last discussion:

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?

Discuss Head of School - Melissa is not here to lead discussion.

From last meeting:

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.

Present Business

Approval of May 2016 Expenditures - *Included in agenda packet.

Tara motions to approve the June 2016 expenditure.

Second Motion: Natalie

Motion: 3:0 unanimous

Approval of May 2016 Bank Reconciliation- *Included in agenda packet.

Sam motions to approve the June 2016 Bank Reconciliation.

Second Motion: Tara

Motion 3:0 unanimous

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

Approval of Bringing Montessori to Everyone Policy (waived preschool tuition) -

*Included in agenda packet.

Tara motions to approve the Bridging Montessori to Everyone Policy.

Second Motion: Natalie

Motion: 3:0 unanimous

Approval of Montessori Certification Pay Raise with Course Completion Letter -

*Letter included in agenda packet. The board needs an end date, which is stated in the current policy. Ashleigh and Sam need to find out what date will be on the certification.

“Ms. Buck has successfully completed her final exams and is finishing the last course requirements.” - not everything is stated complete per the letter.

Tara motions to approve Montessori certification pay raise with course completion letter.
Second Motion: Sam
Motion: 0:3 motion denied

Approval of Quote from Firefly for Chrome Books for the Adolescent Program -

*Quotes included in agenda packet.

Sam motions to approve the quote from Firefly for Chrome Books without a charging cart of \$6,300.00.

Second Motion: Tara

Motion: 3:0 unanimous

Approval of Building Access Policy - *Included in agenda packet. Change custodian to all year.

Natalia motions to approve the building access policy with said changes.

Second Motion: Tara

Motion: 3:0 unanimous

Approval of Purchase of AP Curriculum Above Budget Amount - The amount above is \$5,000 or greater. The school is still financially safe to do this.

Natalie motions to approve the purchase of AP curriculum above budget amount.

Second Motion: Tara

Motion: 3:0 unanimous

Approve Updated School Calendar - *Included in agenda packet.

Friday the 2nd is the last day of school- "Family Field Day" (No bussing)

Is the annual AP overnight camp taking place?

Sam motions to approve the updates of the 2016-2017 school calendar.

Second Motion: Natalie

Motion: 3:0 unanimous

Review Fourth Quarter SIP Narrative Summary - *Included in Agenda Packet. Need to fix the spelling of Albanesi.

Review Fourth Quarter SIP Submission Results Data - *Included in Agenda Packet. Need to fix the spelling of Albanesi.

Discuss Board Retreat - Keep it local. Change weekend to an October 8th and 9th? Have it at the Hub in town; can bring food in. Will have a PowerPoint. Team building exercises. Keep communicating through e-mail.

Discuss ACNW EE Teacher Workshop - Currently we don't have someone signed up to go. ACNW would pay for two people to go. There is an environmental survey due in align with the workshop. Dates August 1st and 2nd.

Discuss Playground Addition - Planter boxes will be placed on the hillside of the playground.

Review Documents from Auditor - *Included in agenda packet.

Board Training: “The Sounding Board” - Read and discussed article given by ACNW about Board purpose and training. (20 minutes)

Future Business

Adjournment - 5:46 PM

Sam motions to approve adjournment of the board meeting at 5:46 PM.

Second Motion: Natalie

Motion: 3:0 unanimous

**Next Board Meeting date: July 21, 2016 at 3:30 PM.*