

**La Crescent Montessori and STEM School**  
**Thursday, August 18, 2016**  
*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: 3:45 PM**

**Roll Call:**

Present: Melissa Johnson, Natalie Hafner, Ashleigh Bartz

Absent: Tara Thompson

Guests: Tami Holtslander and Tammy Stremcha

**Approval of August 18, 2016 Meeting Agenda – \*Included in agenda packet.**

Sam motions to approve the August 18, 2016 meeting agenda.

Second Motion: Natalie

Motion 4:0 unanimous

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

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

Second Motion: Ashleigh

Motion 3:0 1 Abstention was not at the meeting - Natalie

**Community Input:**

**Board Committee Reports (20 minutes)**

**Budget/Finance (Tara) –** Did not meet. Bank rec. didn't get complete due to financial audit.

**Policy (Tammy Stremcha) –** Met on July 27th and policies are up for review today.

**Facility (Natalie) –** Science lab is done! Back yard is 95% complete, just need mulch spread. Gym is being painted by August 30th. Two doors will be received soon for the AP classrooms.

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

**Personnel (Melissa) –** Did not meet.

**Curriculum (Sam) –** Did not meet. There is a planned meeting this Sunday, August 21st, but may need to be reschedule.

**Technology (Ashleigh) –** Met on August 5th. Trevor started on the re-image process.

-He will look at a few laptops from Dakota to see if they are worth updating to utilize them within the classrooms, and as a checkout system for students.

-Discussion was had about the fire monitoring. It was agreed to talk with Allan about covering the cost of the maintenance of the system.

-Students will have individual accounts assigned to them to log into the computer lab computers. Students will be able to save directly to the student server, not the local computer. Training will need to be provided to students so they are aware of how to save correctly (whether through google docs, or on the server.)  
-Ap students will receive a @Lacrescentmontessori email address.  
-7 & 8 graders will be the only students that can save to the server.  
-Trevor will continue to work on the re-imaging process. Approximately 28 hours left on the project.

**Board Governance (Sam)** – Lansboro is booked for October 7th and 8th.

### **Past Business**

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

**Report: Epicenter Update (Tammy)** – Not up-to-date: board training.

**Report: Co-Lead Teacher (Melissa)** – Talking with Katie Roach about assistant position. Talked with David from Audubon via e-mail.

**Discuss Head of School** - Melissa will refresh to bump posting to the top. Peter will be revisited for consulting.

**From last meeting:** Melissa needs to refresh postings. Board members need to sent questions to Melissa.

**Discuss Board Retreat** - Staying at the Iron Horse on the 7th and 8th.

**Last meeting:** October 8th and 9th works for all members at this point.  
Governance will look into Lansboro: Iron Horse.

### **Present Business**

**First Reading of Field Trip Policy (Tammy)** - \*Included in Agenda Packet.

**Approval of Pledge of Allegiance Policy (Tammy)** - \*Included in Agenda Packet.

Natalie motions to approve the Pledge of Allegiance Policy.

Second: Sam

Motion 4:0 unanimous

**Approval of Lead Teacher Job Description (Tammy/ Natalie)** - \*Included in Agenda

Packet. A discussion took place about who lead teacher will be for the next school year. The verbiage will be changed in regards to the sub assistance.

Board has requested Tami Holtslander be the lead teacher for the 2016-2017 school year.

Sam motions to approve the Lead Teacher Job Description with said changes.

Second: Melissa

Motion 4:0 unanimous

### **Approval of Joseph McDonald to complete the Annual Report tasks. (Natalie) -**

There will be strict guidelines and deadlines. LMSS will provide Joseph with a list of necessary items to be complete. Joseph will look over items and come back with dates of when he needs data from staff members to complete report.

Sam will be collecting data for number 11: Governance and Management- will get information to Joesph by the end of next work week.

Melissa will be collecting data for number 12: Staffing- will get information to Joesph by the end of next work week, August 26th.

Tammy will complete number 14: Finances- will give to Joseph on September 1st.

Joseph must complete numbers 1-8 by September 4th.  
Joseph must complete number 9-15 by September 18th.

Hours are to be reported at the time of submissions: September 4th and September 18th.

Melissa motions to approve Joseph McDonald to complete the above mentioned guidelines and deadlines for the rate of \$23.00 an hour, not to exceed 50 hours, \$1,150.00.

Second: Ashleigh  
Motion 4:0 unanimous

### **Approval of compensation to Sam Thelemann of \$276.00 for 12 hours put into writing the Environmental Education Survey (Sam) -**

**Melissa** motions to approve the compensation to Sam Thelemann of \$276.00 for 12 hours put into writing the Environmental Education Survey.

Second: Ashleigh  
Motion 3:0 1 Abstention: Sam- conflict of interest.

**Discuss Health Insurance Options for Staff Members (Sam) -** Topic will be brought to personnel by Melissa.

### **Future Business**

#### **Adjournment - 5:20 PM**

Melissa motions to approve adjournment of the board meeting at 5:20 PM.  
Second Motion: Natalie  
Motion: 4:0 unanimous

*\*Next Board Meeting date: September 15, 2016 at 3:30 PM.*

*\*\* Board will brainstorm ideas for family appreciation to those families who donated many hours to the school this summer.*