

La Crescent Montessori and STEM School
Thursday, September 15, 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: 3:32 PM

Roll Call:

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

Absent:

Guests: Tammy Holtslander

Approval of September 15, 2016 Meeting Agenda – *Included in agenda packet. Add approval of hire for Katie Roach. Add approval of Ashleigh Bartz as the Title One Coordinator.

Sam motions to approve the September 15, 2016 meeting agenda.

Second Motion: Natalie

Motion 5:0 Unanimous

Approval of August 18, 2016 Meeting Minutes – *Included in agenda packet. No necessary changes were given to Sam.

Natalie motions to approve the August 18, 2016 meeting minutes.

Second Motion: Tara

Motion 5:0 unanimous

Community Input: None

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Met September 14, 2016.

Policy (Tammy Stremcha) – Policy to be approved.

Facility (Natalie) – Did not meet.

PR/Marketing (Melissa and Tara) – Meeting October 5th at 2:30 PM.

Personnel (Melissa) – Had an e-mail meeting because of enrollment changes. Have hired a couple aids.

Curriculum (Sam) – Met August 21st. Made goodie bags for the Summer Reading Challenge. Twenty-nine students participated in the challenge this summer. No meeting is scheduled for this month.

Technology (Ashleigh) – Met September 12th. AP teachers joined to talk about needed equipment for the AP room. Next meeting October 13th at 4:30 PM.

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

Board Governance (Sam) – Did not meet.

Past Business

Report: Director of Financial Operations (Tammy) – The school year is off to a great start! The playground, science lab and gym have been finished with their respective projects. They all look amazing :) The first unaudited financial files have been submitted to the state. Staff began their pre service work and training on August 22nd. Back to school night was held on August 31st. The students and staff are getting into their routines, and pre-testing is underway for our various data collections. The July and August bank recs and reports will be available on the September 29th board meeting.

Report: Epicenter Update (Tammy) – Sam believe's it is all up-to-date, but not 100% as of the last couple days.

Report: Lead Teacher (Tami) – *Included in the Agenda Packet.

Who is responsible for making sure our school is sticking to Montessori: who is doing teacher observations?

Peter has shared that he would be willing to come observe the classrooms.

It is felt that we should speak with Peter to see how many times observations should take place.

Next staff meeting staff members will talk about who will observe until “head of school” is filled.

Policy will revisit the Lead Teacher Form Policy.

Ideas created by the board and lead teacher to give to Policy to review.

Electronic Copy will be updated by lead teacher via Google Doc.

Secretary will print a final copy for approval and for the Lead Teacher Binder.

The final Lead teacher report will complete Monday's before Thursday board meeting. Board needs to make sure Lead Teacher is paid appropriately by dates.

Discuss Head of School - Will continue to refresh postings.

From last meeting:

Melissa will refresh to bump posting to the top. Peter will be revisited for consulting.

Discuss Family Appreciation Ideas - Family VIP pass. Have finance discuss the potential for paying certain people for their donated expertise.

Present Business

Approval of Field Trip Policy (Tammy) - *Included in Agenda Packet.

Sam motions to approve the Field Trip Policy.

Second: Natalie

Motion 5:0 unanimous

Review Preliminary Annual Report - *Included in Agenda Packet.

E-mailed to all board members on September 2nd.

Looks good!

From last meeting: 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 Joseph by the end of next work week.

Melissa will be collecting data for number 12: Staffing- will get information to Joseph 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.

Approval of hours submitted by Joseph McDonald for his work on the Annual Report. -

Hours (all PM)

8/30 5:30 to 8:30-- 3 hours

8/31 1:15 to 3:30 -- 3.25 hours

9/1 2:00 to 3:30; 6:30 to 7:15 -- 2.25 hours

9/7 2:00 to 7:30 -- 5.5 hours

Natalie motions to approve the 14 hours submitted by Joseph McDonald for his work on the Annual Report.

Second Motion: Melissa

Motion 5:0 unanimous

Discuss ACNW Leaders Retreat (Tammy) - *E-mail with information was sent to all board member on September 8th. The board feels the Board President should attend Lead Teacher should attend: Melissa Johnson and Tami Holtslander. Sam Thelemann would be willing to go. Set people will be made and will register for the next board meeting.

Dear School Leaders and Board Chairs,

We are now accepting registrations for the 2016 ACNW Charter School Leaders Retreat, which will take place on Friday, November 11 and Saturday, November 12!

We look forward to building on last year's super successful event. This year, we will emphasize mission-informed leadership and governance. Sessions will be rooted in the statutory purposes of charter schools, which are designed to promote innovation and quality academic outcomes for all students.

Details about the agenda will be shared with you in the coming weeks. Like last year, Day 1 will be geared more towards topics related to school leadership and networking among school leaders including a social hour at the end of the day. Day 2 will be focused on leadership and governance, including training sessions designed to not only meet statutory board training requirements, but also increase the effectiveness of your board. We encourage all participants to attend both days if they are able.

As a reminder, you are required to send representation from your school to this event per your charter contract. As in the past, we ask that each school send a member of its leadership team and at least

one board member. (The EE coordinator is not expected to attend.) The ACNW Charter School Division will cover expenses for up to two attendees. Each additional attendee is \$100.00 per person.

Please register (**fill out one registration for each participant**) at your earliest convenience. **The deadline for registration is Friday, October 30.** Drop-ins are not allowed. The full registration form (including liability release and health form) is attached. Completed registration forms can be emailed to kane@auduboncharterschools.org.

Please share this with all on your leadership team and all board members.

We look forward to seeing you there!

Sincerely,
David

Approval of Changes Made to Cash Disbursements Control Systems Policy (Tammy) -

*Included in Agenda Packet.

Sam motions to approve the Cash Disbursements Policy.

Second Motion: Tara

Motion 5:0 unanimous

Approval of Changes Made to Cash Receipts Control Systems Policy (Tammy) - *Included in Agenda Packet.

Tara motions to approve the Cash Receipts Policy.

Second Motion: Melissa

Motion 5:0 unanimous

Approval of Changes Made to Cash Accounting System Policy (Tammy) - *Included in Agenda Packet.

Natalie motions to approve the Cash Accounting System Policy.

Second Motion: Tara

Motion 5:0 unanimous

Approval to remove October 1st Saturday Matinee from the FY17 School Calendar.

Sam motions to approve the removal of the October 1st Saturday Matinee from the FY17 School Calendar.

Second Motion: Ashleigh

Motion 5:0 unanimous

Approval of hire of Ms. Amanda as the half-time Title One Specialist (Ashleigh) -

Sam motions to approve Ms. Amanda as the half-time Title One Specialist.

Second Motion: Melissa

Motion 5:0 unanimous

Approval of a 1/2 professional development day for Kate Garfin to attend the two-hour workshop provided ACNW and Project WET on Tuesday, September 27, 2016. -

The [Project WET Foundation](#) and Ecolab have partnered to create the [Clean and Conserve Education Program](#). Their goal is to empower two million people worldwide to conserve water and make the world a healthier place. ACNW is partnering with Project WET staff members to host a training workshop for educators in ACNW authorized charter schools on Tuesday, September 27. This two-hour workshop is **FREE** to attend and will include training in the Clean and Conserve curriculum and a discussion about implementing the program in the classroom. Complimentary copies of all four Clean and Conserve publications will be provided to each participant and attendees will have the opportunity to request additional copies of the materials. There is no limit on the number of teachers who can attend from each school. CEUs will be provided, but pre-registration is required by Friday, September 23.

- **Date:** Tuesday, September 27 at 4:15-6:15 PM
- **Where:** [Noble Academy](#), Brooklyn Park
- **Who:** Teachers in ACNW authorized schools
- **Cost:** FREE
- **Pre-registration is required.** Register [online](#), or email [Erin](#) for more information.

Natalie motions to approve a 1/2 professional development day for Kate Garfin to attend ACNW and Project WET workshop.

Second Motion: Ashleigh

Motion 5:0 unanimous

Approval of the hire of Monica Botwinski-Murray as a full-time Special Education Teacher -

Ashleigh motions to approve the hire of Monica Botwinski-Murray as a full-time Special Education Teacher.

Second Motion: Tara

Motion 5:0

Approval of Field Trip for AP and EII to attend WE Day in St. Paul Minnesota (Ashleigh/Tami) - *Field Trip Policy Form Included in Agenda Packet. No approval needed. Reviewed by the board.

Approval of Ashleigh Bartz as the Title One Coordinator -

Tara motions to approve Ashleigh Bartz as the Title One Coordinator.

Second Motion: Sam

Motion 5:0 unanimous

Approval of hire of Katie Roach for full-time classroom aid.

Ashleigh motions to approve the hire of Katie Roach for full-time classroom aid.

Second Motion: Tara

Motion 5:0 unanimous

Future Business

Adjournment - 5:07 PM

Tara motions to approve adjournment of the board meeting at PM.

Second Motion: Ashleigh

Motion: 5:0 unanimous

**Next Board Meeting date: September 29, 2016 at 3:30 PM.*

