

La Crescent Montessori and STEM School
Thursday, September 29, 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: 3:32 PM

Roll Call:

Present: Tara Thompson, Ashleigh Bartz, Sam Thelemann, Melissa Johnson

Absent: Natalie Hafner

Guests: Tami Holtslander and Tammy Stremcha

Approval of September 29, 2016 Meeting Agenda – *Included in agenda packet.

Tara motions to approve the September 29, 2016 meeting agenda.

Second Motion: Ashleigh

Motion 4:0 unanimous

Natalie arrives 3:33 PM

Approval of September 15, 2016 Meeting Minutes – *Included in agenda packet.

Tara motions to approve the September 15, 2016 meeting minutes.

Second Motion: Melissa

Motion 5:0 unanimous

Community Input: None

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Met 9-14-16. Looked at July and August financial documents. Extra payment to employee got sent out due to bank account issues, that is getting fixed now. Tammy Stremcha was given a check for traveling for training. The money was approved by the board.

Policy (Tammy Stremcha) – Met 9-28-16. Policies will be on the next board agenda.

Facility (Natalie) – Did not meet.

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

Personnel (Melissa) – Did not meet.

Curriculum (Sam) – Did not meet. Meeting in October will a focus on AP curriculum rotation.

Technology (Ashleigh) – Meeting October 13th. There is a quote for maintenance to check the fire system. There will also be a quote for monitoring for the fire system. A request was made to look into the iPad and the lock on the door.

Board Governance (Sam) – Continuing to work on the board retreat information.

Past Business

Report: Director of Financial Operations (Tammy) – Working on annual report. Helping with the play. Payroll is done.

Report: Epicenter Update (Tammy) – Up-to-date

Report: Lead Teacher (Tami) – Hours during “teaching time”.

Point of order:

What I have noticed with reporting on my time and what it am doing:

Easier to type in every day as needed.

Unless the LT job happens after 3:30, on weekends, or before 7:45 am-I am not paid.

With LT duties occurring all day long, my teaching duties get pushed to the unpaid 3:30-6 pm time as of late.

Either all LT duties happen after 3:30-including all staff needs, meetings and IEPS, or I need to continue to record the time as “15 minutes” to make up for the time and teaching duties pushed to after 3:30 because of this-thoughts?

Clarification of getting required materials for classroom-even if it exceeds the budget.

There are many staff wanting teaching materials and to replace broken materials.

I need a clear idea of what the HOS/Consultant needs are and what we are proposing to pay them. Without those two items, it is difficult to answer the questions of “What are we looking for? How much does this pay?”

Thank you to staff who answered the Montessori “call” from the last meeting and shared with me their plans and talked me through their process of implementing/continuing needed lessons in their classrooms.

September 15, 2016

SPED question about schedule for a student with SPED teacher-private info , AP teacher lessons-math power of two, and algebraic cube

30 minutes (0.5)

No follow up needed

Required Board Meeting

3:30-5:07 (1.12)

Lead teacher to contact Peter Piche. Board will review priorities and allow Peter to choose his compensation and job duties.

Will meet with TS to follow up.

9:30-10:15 pm (0.75)

Parent email-review of concern for lunch event.

(Met with parent the next morning and discussed events. EII teacher will meet and follow up)

Completed

September 16, 2016

2.5 hours

Met with TS about email follow-ups, board meeting events and hiring of consultant and head of school. Two parent email concerns discussed and answered. Timeline will need to be created to accomplish this after Applefest.

(This will be happening week of 9/26-9/29)

1.25 hour

Emailed Parent with "ASAP" concern dated from Wednesday to another staff.

Forwarded to all staff to also respond to this parent.

Completed

September 19, 2016

.25 hour

Amendment to an IEP meeting

Completed

Staff Meeting

3:30-4

.50 meeting

Monday meeting for staff-notes are available if requested

Completed

Approval of lead teacher hours completed during the regular work day will be compensated at lead teacher pay. Hours lost during the work day performing lead teacher duties will be fulfilled outside of the regular work day.

Tara motions to approve of lead teacher hours completed during the regular work day will be compensated at lead teacher pay. Hours lost during the work day performing lead teacher duties will be fulfilled outside of the regular work day.

Second Motion: Ashleigh

Motion 5:0 unanimous

Approval of 10.75 hours submitted by lead teacher - *In lead teacher report.

Natalie motions to approve the 10.75 hours submitted by lead teacher.

Second Motion: Sam

Motion 5:0 unanimous

Discuss Head of School - "Must Haves" for consultant. Repost head of school job description. Find new place to post job description. Will discuss more at board retreat.

From last meeting:

Will continue to refresh postings.

Discuss Family Appreciation Ideas - Finance has not met since last meeting. Will discuss more at board retreat.

From Last Meeting:

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

Present Business

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

Sam motions to approve the July 2016 expenditure.

Second Motion: Ashleigh

Motion 5:0 unanimous

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

Melissa motions to approve the July 2016 Bank Reconciliation.

Second Motion: Natalie

Motion 5:0 unanimous

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

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

Natalie motions to approve the August 2016 expenditure.

Second Motion: Sam

Motion 5:0 unanimous

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

Melissa motions to approve the August 2016 Bank Reconciliation.

Second Motion: Natalie

Motion 5:0 unanimous

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

Review 9-12 of Annual Report (“Joesph’s Work”) - *Included in Agenda Packet.

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 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.

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

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Hours

Sept 21 7pm - 12am (5)

Sept 22 7am - 4pm; 7pm to 10:30pm (11.5)

Sept 26 3:30pm to 8pm (4.5)

*Sept 27 12pm to 5pm (5)

I have a few on going hours for the online piece. I'll limit that to 5 hours today and then after that I'll do everything for free so we don't have to worry about reporting hours.

Total (including today): 26 hours

Sam motions to approve the 26 hours submitted by Joseph McDonald for his work on the Annual Report.

Second Motion: Melissa

Motion 5:0 unanimous

Review Continuing Work on Annual Report - *E-mailed to board by Tammy on September 26th.

Discuss ACNW Leaders Retreat (Tammy) - Tammy would like to attend for an additional \$100.00. Melissa, Tammy, and Tami will attend ACNW Leaders Retreat. We will look at what will be discussed and decided if the information is relevant for Tammy to go.

From last meeting: *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 Tammy Stremcha to attend the leaders retreat for an additional \$100.00 -
Melissa asks that this approval gets tabled until next board meeting.**

motions to approve Tammy Stremcha to attend the leaders retreat for an additional \$100.00.

Second Motion:

Motion

Review AP Field Trips (Tami) - Approve to add to the calendar next board meeting.

WE Day September 20, St Paul, MN 5:45 am-5:30 pm

Brices Prairie and Lock and Dam #7, Sept 13 9-2

Winona Cemetery Walk- Oct 5 9-1

History Hunt Oct 8 12-4 (Parents were told in conferences-add the hours to the calendar)

EF East Coast Tour dates are firmed up closer to when EF tours book the flight in Spring 2017-April 30-May 12. (Eight days within that window)

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

Melissa motions to approve a 1/2 professional development day for Taylor Gruszka to attend ACNW and Project WET workshop.

Second Motion: Tara

Motion 5:0 unanimous

Approval of 1/2 professional development day for Ashleigh Bartz for Title I on September 23, 2016 -

Melissa motions to approve a 1/2 professional development day for Ashleigh Bartz for Title I on September 23, 2016.

Second Motion: Natalie

Motion 5:0 unanimous

Approval of a professional development day for Melissa Johnson for We Day on September 20, 2016 -

Tara motions to approve a 1/2 professional development day for Melissa Johnson for We Day on September 20, 2016.

Second Motion: Natalie

Motion 5:0 unanimous

Discuss Board Retreat (Sam and Tammy) - There is an hour allotted for team building. Melissa has Friday 5:30-6:30 PM. Saturday is Ashleigh from 11-12 PM and Natalie is 4-5 PM. If your team building won't last a full hour that is okay, we'll take that time for a short break. What should we do for meals?

Continue conversation with google doc.

Future Business

Adjournment - 5:03 PM

Melissa motions to approve adjournment of the board meeting at 5:03 PM.

Second Motion: Natalie

Motion 5:0 unanimous

**Next Board Meeting date: October 20, 2016 at 3:30 PM. (MEA... reschedule?)
Reschedule for October 27, 2016 at 3:30 PM*