

La Crescent Montessori and STEM School
Thursday, October 27, 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:

Roll Call:

Present: Natalie Hafner, Ashleigh Bartz, Melissa Johnson

Absent: Tara Thompson

Guests: Tammy Stremcha, Tami Holtslander, and Andrew Forliti

Approval of October 27, 2016 Meeting Agenda – *Included in agenda packet.

Sam motions to approve the October 27, 2016 meeting agenda.

Second Motion: Ashleigh

Motion 4:0 unanimous

Approval of September 29, 2016 Meeting Minutes – *Included in agenda packet. Lead teacher description got removed from minutes.

Melissa motions to approve the September 29, 2016 meeting minutes.

Second Motion: Sam

Motion 4:0 unanimous

Community Input:

Review of Audit with Smith*Schafer & Associates (20 minutes) – The board received a power point explaining the audit, which was very clear and easy to follow. The audit document was sent to Tammy today and will be included in the agenda packet.

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Tara is absent. All documents were sent out to the board prior to the meeting.

Policy (Tammy Stremcha) – Met twice since the last board meeting. The board received policies from the first meeting provided for our review and approval.

Facility (Natalie) – Planning to meet in the prior to next board meeting.

PR/Marketing (Melissa and Tara) – Met October 3rd. Discussed preschool screening, fundraising for the year, billboards/advertising, and tracking enrollment to watch how the free preschool is going. Next meeting is Monday, November 7th and will discuss more about preschool screening.

Personnel (Melissa) – Did not meet.

Curriculum (Sam) – Did not meet. There will be a meeting prior to the November board meeting.

Technology (Ashleigh) – Met October 13th via the phone. Trevor and Ashleigh talked about the lock system with the iPad. Taylor is getting prices for TV's is AP. There is apple care for a year on the staff laptops. Next meeting November 10th at 5:30.

Board Governance (Sam) – Had a great board retreat! An in-depth discussion took place on the head of school. Will meet again when the annual meeting gets closer.

Past Business

Report: Director of Financial Operations (Tammy) – Hearing and vision checks have been completed, as well as immunization checks. The nurse will come back to review the final documents when needed. Board training was held off site over the course of two days. It was a successful time, learning, developing and making headway on various topics. The sprinkler system was inspected, and the only thing that needs to be completed is the regular five year updates. Bills continue to be paid, payroll submitted, and reports filed. The review of the SIP has been prepared for your review and the annual report is ready for your approval. Annual Audit is in the process of completion and will be discussed in further detail at this meeting.

Report: Epicenter Update (Tammy) – There is a late submission because of the change of date for the board meeting. A MARS submission was late, but Epicenter waived the late penalty.

Report: Lead Teacher (Tami) – *On Google doc.

Approval of 27.5 hours submitted by lead teacher –

Sam motions to approve the 27.5 hours submitted by lead teacher.

Second Motion: Natalie

Motion 4:0 unanimous

Discuss Family Appreciation Ideas – This did not get discussed at the board retreat. It has not been brought up at Finance either. Will be a discussion on the next board agenda.

From Last Meeting:

Finance has not met since last meeting. Will discuss more at board retreat.

Present Business

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

Natalie motions to approve the September 2016 expenditure.

Second Motion: Melissa

Motion 4:0 unanimous

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

Natalie motions to approve the September 2016 Bank Reconciliation.

Second Motion: Sam
Motion 4:0 unanimous

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

Review Quarterly Financial Statement - *Included in agenda packet.

Approval of AP Field Trips added to school calendar (Tami) –

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)

Sam motions to approve the AP Field Trips to be added to the school calendar.

Second Motion: Melissa

Motion 4:0 unanimous

Approval of a professional development day for Ashleigh Bartz on October 31st to visit St. Kate's.

Sam motions to approve a professional development day for Ashleigh Bartz on October 31st.

Second Motion: Natalie

Motion 4:0 unanimous

Approval of a half professional day for Ashleigh Bartz on October 25th for Board Finance Training. – Did not end up taking a half day.

Review SIP Update - *Included in agenda packet.

Discuss Head of School (Sam) – Ideas discussed after the conversation with Katie: keep consultant for remainder of year then fill head of school position next school year with guidance from the consultant.

From last meeting:

“Must Haves” for consultant. Repost head of school job description. Find new place to post job description. Will discuss more at board retreat.

Approval of LMSS Consultant – *Information from both were sent to the board via e-mail.

Melissa's vote is Paul Epstein.

Ashleigh's vote is Paul Epstein.

Sam's vote is Paul Epstein.

Natalie abstains from the vote because she did not get to meet with Paul.

Tammy will contact Paul.

Melissa motions to approve Paul Epstein as the LMSS Consultant.

Second Motion: Ashleigh

Motion 4:0 unanimous

Approval of FY 16 Annual Report – *Included in agenda packet. Thank you to Joseph, Tammy and all others who helped!

Sam motions to approve the FY 16 Annual Report.

Second Motion: Natalie

Motion 4:0 unanimous

Approval of two professional days for Tami Holtslander on October 12th and 13th - Meetings in St. Paul and meeting with the perspective consultant at Great River.

Ashleigh motions to approve two professional days for Tami Holtslander on October 12th and 13th.

Second Motion: Sam

Motion 4:0 unanimous

Melissa left meeting at 4:30.

Approval of changes made to Purchasing Policy – *Included in agenda packet.

Ashleigh motions to approve the changes made to the purchasing policy.

Second Motion: Sam

Motion 3:0 unanimous

Approval of changes made to District Debt Policy – *Included in agenda packet.

Natalie motions to approve the changes made to the district debt policy.

Second Motion: Ashleigh

Motion 3:0 unanimous

Approval of changes made to Fundraising Policy – *Included in agenda packet. Need to take out the term “director” and put in DFO.

Ashleigh motions to approve the changes made to the fundraising policy with said changes.

Second Motion: Natalie

Motion 3:0 unanimous

Approval of Tammy Stremcha to attend the leaders retreat for an additional \$100.00 –

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

Second Motion: Natalie

Motion 3:0

Future Business

Adjournment – 4:39 PM

Ashleigh motions to approve adjournment of the board meeting at 4:39 PM.

Second Motion: Sam

Motion 3:0 unanimous

**Next Board Meeting date: November 17 at 3:30 PM.*