

La Crescent Montessori and STEM School
Thursday, November 17, 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: 3:36 PM

Roll Call:

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

Absent: None

Guests: Paul Epstein, David Greenberg, Tammy Stremcha, Tami Holtslander, and Kate Garfin, and Taylor Gruszka.

Approval of November 17, 2016 Meeting Agenda – *Included in agenda packet.

Natalie motions to approve the November 17, 2016 meeting agenda.

Second Motion: Ashleigh

Motion 5:0 unanimous

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

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

Second Motion: Natalie

Motion 4:0 1 abstain T. Thompson- was not at the meeting.

Community Input:

Paul Epstein- Paul has spoken with a couple Head of School candidates to help us fill that position. Paul would like to work with us on five main questions: 1. What are we celebrating? 2. What is our vision? 3. What are your current obstacles? 4. What are your opportunities? 5. What are your strengths? These questions would help us create a “strategic plan”.

David Greenberg- David talked about what the authorizers means and what they do to help support us as a Charter Montessori and STEM school. David shared that we, as a school, has come a long positive way from a couple years ago. He pointed out that the MN State Statutes talk about administration and we should review through those as we are hiring the head of school.

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Met November 8th. Our speech therapist will be getting another check because the first check was incorrect which you will see in the up-coming month. Curriculum is

over budget because of the increase in enrollment. A discussion began about the fund balance policy. The family appreciation award was discussed and will be talked about later in the agenda. Can finance look into hire a technology consultant.

Policy (Tammy Stremcha) – Met October 26th. There are policies that are up for approval later in the agenda. Have gone through about 99% of all policies! Future policy meetings will be postponed because no policies need to be reviewed at this time.

Facility (Natalie) – Did not meet.

PR/Marketing (Melissa and Tara) – Update on Preschool Screening. Did not meet.

Personnel (Melissa) – Did not meet but have been communicating via e-mail. A discussion took place about a full-time aid in the ELL classroom. There is an approval for this later in the agenda.

Curriculum (Sam) – Did not meet.

Technology (Ashleigh) – Met November 10th. Three TVs are going to get ordered for the AP classrooms for curriculum purposes.

Board Governance (Sam) – Did not meet.

Past Business

Report: Director of Financial Operations (Tammy) – In the last couple of weeks, the annual report was submitted to Audubon, I have provided various tours to interested parties, helped to host a board training here, participated in the leadership training provided by ACNW, prepared various reports, submitted various files to MDE, and continued to pay our vendors.

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

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

Tami got to spend time with David and Paul throughout the day today.

What is wanted from the lead teacher ?

- Telling us the outcome of what was done on the google doc. list.
- What do you need from us as a board. What can we do to help you and the school.
- Come to the board meeting to discuss daily activity happening at the school.
- Help be the middle man between board meetings and school.

There was a great take-back from the leaders retreat.

- Noticing the strengths in other people
- Spreading out duties throughout all staff members

Approval of 15.25 hours submitted by lead teacher –

Tara motions to approve the 15.25 hours submitted by lead teacher.

Second Motion: Ashleigh

Motion 5:0 unanimous

Discuss Family Appreciation Ideas – Finance discussed this deeply. They felt that if families are volunteering we shouldn't show them appreciation with a monetary value. This could perhaps be done through lunch-ins or things along those lines. It is a very slippery slope because we

don't want to leave anyone out, because in the end we appreciate all our families. Finance felt handwritten thank you cards with great expressions of gratitude would be a great idea.

Further discussion will take place at the next staff meeting.

From Last Meeting: 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.

Present Business

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

Natalie motions to approve the October 2016 expenditure.

Second Motion: Tara

Motion 5:0 unanimous

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

Natalie motions to approve the October 2016 Bank Reconciliation.

Second Motion: Sam

Motion 5:0 unanimous

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

Discuss Head of School Candidates – *All candidates' information was sent through e-mail to all board members.

We need to meet as a board and all staff to figure out what our vision is prior to interviews.

**Monday, November 21, 2016 at 3:30 will be the day we meet to discuss our vision with Paul and all board and staff members.

Tammy will post tomorrow of the working session.

Bring ideas of current celebrations and if we were to meet again three years later, what has to happen over that three years for us to be really excited and happy with our progress.

Melissa will send out the meeting date to all staff members.

Tammy is sending out an e-mail to all head of school candidates to inform them of future interviews.

Discuss Lead Teacher Job Description – *Included in agenda packet. Discussed during the lead teacher report.

Approval of the changes made to the Fixed Assets Policy –

Sam motions to approve the changes made to the Fixed Assets Policy.
Second Motion: Natalie
Motion 5:0 unanimous

Approval of the changes made to the Accounts Payable Policy – *Included in agenda packet.

Tara motions to approve the changes made to the Accounts Payable Policy.
Second Motion: Natalie
Motion 5:0 unanimous

Approval of the hire of Malissa Berberich as the part-time E2 aid – *Included in agenda packet.

An internal posting needs to go out prior to hiring. The following week an external post will be submitted to all websites. Then with candidates' interviews will follow. Look into policy to make sure the hire doesn't pend finance approval.

Sam motions to approve the hire of Malissa Berberich as the part-time E2 aid.
Second Motion: Melissa
Motion 0:5 fails unanimously

Future Business

Adjournment –

Sam motions to approve adjournment of the board meeting at 5:23 PM.
Second Motion: Melissa
Motion 5:0 unanimous

**Next Board Meeting date: December 15 at 3:30 PM.*