

**La Crescent Montessori and STEM School**  
**Thursday, December 15, 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:** 3:33 PM

**Roll Call:**

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

Absent: Natalie Hafner

Guests: Tammy Stremcha and Tami Holtslander

**Approval of December 16, 2016 Meeting Agenda** – Added approval of Adopt a Classroom Grant, approval of cap on AP class sizes, and reorganization of Ashleigh Bartz's resignation from the board. \*Included in agenda packet.

Tara motions to approve the December 15, 2016 meeting agenda.

Second Motion: Ashleigh

Motion 4:0 unanimous

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

Tara motions to approve the November 17, 2016 meeting minutes.

Second Motion: Melissa

Motion 4:0 unanimous

**Community Input:** None

**Board Committee Reports (20 minutes)**

**Budget/Finance (Tara)** – The second round of the check for the Speech Pathologist was cut and cashed ; all cleared. Looked at Children's House volunteer hours and where those were at. Staff development is high on a budget line because of the G5 grant is sitting in technology. Second round of discussion took place for the fund balance policy; it is still in discussion. At this point we no longer need finance to look into hiring a technology consultant.

**From last meeting:** Curriculum is over budget because of the increase in enrollment. A discussion began about the fund balance policy. Can finance look into hire a technology consultant.

**Policy (Tammy Stremcha)** – Did not meet.

**Facility (Natalie)** – Did not meet. Has a meeting Tuesday.

**PR/Marketing (Melissa and Tara)** – Met Thursday December 8<sup>th</sup>. Reviewed, finalized, and approved the ad that will be appearing in the Visitor's Guide. Did not touch on Preschool

screening.

**From last meeting:** Update on Preschool Screening.

**Personnel (Melissa)** – Interviews took place.

**Curriculum (Sam)** – Meeting January 11th at 2 :30 PM.

**Technology (Ashleigh)** – Are we bringing someone in to mount TVs/ set the TVs up?

Did not meet. Parents are coming in to mount TVs over break. Four TVs were ordered for AP and SpEd.

**From last meeting:** Three TVs are going to get ordered for the AP classrooms for curriculum purposes.

**Board Governance (Sam)** – Have been meeting over lunch. Official invites have been sent out to guests. Parents invites will be sent out tomorrow. We have seen interest in board seats.

### **Past Business**

**Report: Director of Financial Operations (Tammy)** – Since the last board meeting, I have continued to provide tours, met with a new photography company, and signed agreement, helped coordinate interviews for the Head of School position, paid vendors, prepared the World's Best Work Force report, scheduled World's Best Work Force committee meeting, spoke with Riverway about their leadership model, met with various people to discuss the wonderful dilemma of lack of space, and worked on an Innovative award grant.

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

**Report: Lead Teacher (Tami)** – \*On Google doc. Went to Riverway with Tammy and Melissa on Tuesday. They talked with Kaite about their model for director of the school. Riverway has a three person model. Katie gave them the job descriptions for all three people, which was very helpful. Tami, Tammy, and Melissa need more time to conclude their findings. Paul visited today ! World's Best Workforce meeting took place Tuesday night.

**Approval of 25.5 hours submitted by lead teacher –**

Sam motions to approve the 25.5 hours submitted by lead teacher.

Second Motion: Ashleigh

Motion 4:0 unanimous

**Discuss Family Appreciation Ideas** – Staff discussed and felt that each classroom was responsible to send appreciation to parents. Whole school appreciations will be sent from the board.

**From Last Meeting:** Further discussion will take place at the next staff meeting.

### **Present Business**

**Approval of November 2016 Expenditures** – \*Included in agenda packet.

Melissa motions to approve the November 2016 expenditure.

Second Motion: Tara

Motion 4:0 unanimous

\*Melissa left.

**Approval of November 2016 Bank Reconciliation-** \*Included in agenda packet. Question was asked about the outstanding check of \$54.78.

Ashleigh motions to approve the November 2016 Bank Reconciliation.

Second Motion: Sam

Motion 3:0 unanimous

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

**Discuss Head of School Candidates** – There are two candidates up for potential second interviews. The idea of splitting head of school duties between two people was discussed to lighten work load and hours put in to the position.

**Approval of the hire of Malissa Berberich as the part-time E2 aid –**

Sam motions to approve the hire of Malissa Berberich as the part-time E2 aid.

Second Motion: Ashleigh

Motion 3:0 unanimous

**Approval to remove January 2, 2017 from the FY17 School Calendar.** – Law states that as a public school, we are to recognize the January 1<sup>st</sup> holiday during the week. Since it falls on a Sunday, the day of recognition is now Monday.

Sam motions to approval the removal of January 2<sup>nd</sup>, from the FY17 School Calendar.

Second Motion: Ashleigh

Motion 3:0 unanimous

**Approval of World's Best Workforce Report** – The committee listing was added to the report.

\*Included in agenda packet.

Ashleigh motions to approve the World's Best Workforce Report with said changes.

Second Motion: Tara

Motion 3:0 unanimous

**Approval of Adopt a Classroom Grant** – This is a Coulee Connection "Adopt a Classroom" grant, which is providing a grant of up to \$2500 to local schools for art and literacy growth.

\*Grant sent to all members via e-mail.

Sam motions to approve the Adopt a Classroom Grant.

Second Motion: Ashleigh

Motion 3:0 unanimous

**Approval of cap on AP classroom size** – Can we utilize space that isn't being used at this point to open up classrooms to make more space? Instead of capping all of AP we feel it's better to cap by grade level because of the number of students in each grade.

Due to student enrollment and schedule make-up the seventh-grade program will be capped at 6, the eighth-grade program will be capped at 8, the high school program will be capped at 12 for the 16-17 school year, effective immediately.

Tara motions to approve an immediate cap at 6 in the seventh-grade program, 8 in the eighth-grade program, and 12 in the high school program for the 16-17 school year, effective immediately.

Second Motion: Sam

Motion 3-0 unanimous

**Ashleigh Bartz resigns from the board, effective January 19<sup>th</sup>** – board recognizes her resignation.

### **Future Business**

#### **Adjournment –**

Sam motions to approve adjournment of the board meeting at 5:13 PM.

Second Motion: Ashleigh

Motion 3:0 unanimous

*\*Next Board Meeting date: January 12, 2017 at 3:30 PM.*