

**La Crescent Montessori and STEM School**  
**Thursday, January 12, 2017**  
**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:** 3:34 PM

**Roll Call:**

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

Absent: Natalie Hafner

Guests: Tammy Stremcha and Tami Holtslander

**Approval of January 12, 2017 Meeting Agenda** –\*Included in agenda packet.

Tara motions to approve the January 12, 2017 meeting agenda.

Second Motion: Melissa

Motion 4:0 unanimous

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

Ashleigh motions to approve the December 15, 2016 meeting minutes.

Second Motion: Tara

Motion 4:0 unanimous

**Community Input:** None

**Board Committee Reports (20 minutes)**

**Budget/Finance (Tara)** – Met on January 9, 2017. Moving forward we are expecting budgets revised and the preliminary budget for next year; would like to have to the finance committee next month.

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

**Facility (Natalie)** – Washer and Dryer are installed. The washer needs to be fixed because it is leaking. TVs were mounted. The oven was fixed. There are issues with the backdoor leaking water from the ice freezing and melting. The backdoor is not going to be used until things get fixed.

**PR/Marketing (Melissa and Tara)** – Did not meet.

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

**Personnel (Melissa)** – Did not meet.

**Curriculum (Sam)** – Met on January 11, 2017.

- It was agreed that we take the request to the board to see if we can hire a consultant to help solidify the AP as Montessori.

- From Board : Can look into Katie Ibes as a potential AP Montessori Consultant.
  - o Need help in what type of curriculum to do.
    - Want to scope and sequence from CH to AP
- Plan a time to meet with our school's consultant, Paul about how to solidify Montessori in AP.
- Discussed the scope and sequence we currently have.
  - o Have teachers go through and mark what is being done and what isn't being done.
    - Taking notes
- January 30, 2017 at 3:00 meeting with Paul.

**Technology (Ashleigh)** – Did not meet.

**Board Governance (Sam)** – Finalizing annual meeting things for next week. The police chef will be coming to the annual meeting the swear us in.

### Past Business

**Report: Director of Financial Operations (Tammy)** – Will report at the annual meeting.

**Report: Epicenter Update (Tammy)** – All up-to-date

**Report: Lead Teacher (Tami)** – \*On Google doc. A lot is coming up in the next couple months. Is it a possibility to split up lead teacher tasks between other teachers to take some of the load off of Tami? Tammy, Tami, and Melissa will meet to help organize the tasks.

**Approval of 9.25 hours submitted by lead teacher –**

Sam motions to approve the 9.25 hours submitted by lead teacher.

Second Motion: Ashleigh

Motion 4:0 unanimous

### Present Business

**Discuss Head of School Candidate** – We are comfortable cutting 24 days, but want to work together to figure out those specific days.

**Approval of hire of Stephanie Wiehman for Head of School starting the 2017-2018 school year.**

Tara motions to approve the hire of Stephanie Wiehman as Head of School noting we will be removing 24 days from her employment agreement.

Second Motion: Ashleigh

Motion 4:0 unanimous

**Approval of one professional day for Ashleigh Bartz and Sam Thelemann on January 27<sup>th</sup>.  
They will be going to St. Catherine's for AM2 Master's Program.**

Melissa motions to approve one professional day for Ashleigh Bartz and Sam Thelemann on January 27<sup>th</sup>.

Second Motion: Ashleigh

Motion 4:0 unanimous

**\*Tara Left Meeting\***

**Discuss lead teacher duties** – Will give verbal warnings and take anything further to the board.

**Approval of one professional day for Ashleigh Bartz on Monday, February 6<sup>th</sup> to observe at Riverway Montessori in Winona, MN.**

Sam motions to approve one professional day for Ashleigh Bartz on Monday, February 6<sup>th</sup>.

Second Motion: Melissa

Motion 3:0 unanimous

**Approval of the 990 Form** - \*Included in the agenda packet.

Sam motions to approve the 990 form.

Second Motion: Melissa

What is a 990? – It is the business tax return.

Motion 3:0 unanimous

**Discuss OWL Training for Ms. G and Ms. Kate** - \*E-mail included in agenda packet.

Owl training goes through sexuality and sex education.

As teachers, at this point, the students have questions but they don't know what they can answer and what they cannot.

Is it a separate curriculum, is it going to be a part of health education, etc.?

At least a week-long unit that will be a part of the health curriculum.

Two-day training in February.

How much does it cost? \$250 or \$150?

Going to contact Great River to get it figured out.

There are different programs for different grade levels.

Do we have the funds?

Yes

Sam motions to approve OWL training for Ms. G and Ms. Kate on February 15<sup>th</sup> and 16<sup>th</sup> with the school paying for the workshop fee.

Second Motion: Melissa

Motion 3:0 unanimous

**Approval of the submission of the MACS Innovative Grant** - \*Included in agenda packet.

Melissa motions to approve the MACS Innovative Grant submission.

Second Motion: Ashleigh  
Who is submitting? – Tammy  
How much is it? – Roughly \$1,000.00  
Motion 3:0 unanimous

Head of School job description was talked about being edited in a previous board meeting, what should we do with this?

Tammy will look through the description and see what items she can take on and what the head of school can take on. By the February board meeting Tammy will have this to all board members for a discussion.

### **Future Business**

#### **Adjournment –**

Sam motions to approve adjournment of the board meeting at 4:23 PM.

Second Motion: Melissa

Motion 3:0 unanimous

*\*Next Board Meeting date: Annual Meeting January 19, 2017 at 5:30 PM.*