

**La Crescent Montessori and STEM School**  
**Thursday, February 23, 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:**

**Roll Call:**

Present: Sam Thelemann, Melissa Johnson, Kate Garfin, Natalie Hafner, and Tara Thompson.

Absent: Tami Holtslander

Guests: Tammy Stremcha

**Approval of February 23, 2017 Meeting Agenda** –\*Included in agenda packet.

Added: Changed verbiage for OWL training discussion (Sexuality Curriculum) and approval of Direct Packages Technology Grant.

Tara motions to approve the February 23, 2017 meeting agenda with said changes.

Second Motion: Natalie

Motion 5:0 unanimous

**Approval of January 17, 2017 Meeting Minutes** – \*Included in agenda packet.

Natalie motions to approve the January 17, 2017 meeting minutes.

Second Motion: Tara

Motion 5:0 unanimous

**Community Input:** None

**Board Committee Reports (20 minutes)**

**Budget/Finance (Tara)** – Met on February 14, 2017. LMSS is where it is expected to be at this point in the year. Overall, we are in better financial standings from where we projected we would be. Took the first look at the 2017-2018 budget. Will have a second reading at the next committee meeting.

**Policy (Tammy Stremcha)** – Did not meet. Scheduled to meet next week.

**Facility (Natalie)** – Did not meet. We are hoping to have a new washing machine to replace the present machine because the bin is cracked.

Last Regular Board Meeting: Washer and Dryer are installed. The washer needs to be fixed because it is leaking.

**PR/Marketing (Tara)** – Did not meet. Having a hard time to get everyone to be able to meet.

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

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

**Curriculum (Kate Garfin)** – Curriculum met with Paul Epstein on Wednesday 2017 February 22 to discuss essentials of AP Montessori programs. Paul provided a framework for thematic learning in grades 7/8 and suggested we break the high school classes up into 9/10 and 11/12. Paul also gave us a breakdown of the values of AP classrooms and a plan for a school business.

Sam and I will meet with Curriculum committee in March to share Paul's ideas and discuss whether or not it fits with our school. We also will leave the idea of reaching out to Katie Ibes to compare and contrast her vision with Paul's to see which fits LMSS most appropriately, or perhaps combine the two.

**Technology (Taylor)** – Did not meet. For the future, we need to look into our second MAC desktop to have it ready to go for the next school year.

**Board Governance (Tammy)** – Did not meet.

### Present Business

**Approval of January 2017 Expenditures** – \*Included in agenda packet.

Sam motions to approve the January 2017 expenditure.

Second Motion: Tara

Motion 5:0 unanimous

**Approval of January 2017 Bank Reconciliation**- \*Included in agenda packet.

Melissa motions to approve the January 2017 Bank Reconciliation.

Second Motion: Natalie

Motion 5:0 unanimous

**Review of Balance Sheet, Income Statement, Cash flow, Enrollment Reports, and Financial Statement Report for January 2017** – \*Included in agenda packet.

Enrollment is up!

**Report: Director of Financial Operations (Tammy)** – Since the annual meeting, I have been busy updating the various communication bases to reflect our new board. New committee chairs, and their members have been communicated with to begin (or continue) their important work. A staff development day was provided to all teachers focusing on special education, 504, CPR and First Aid training. Staff also attended a one day Montessori conference in La Crosse. I attended a regional MACS meeting, met with staff from Hiawatha Valley Mental Health Center about providing resources to our students and families, and met with staff from Acentek who graciously donated a smart board to our program. Report cards were submitted and sent to families, winter aimsweb has been completed, along with student and parent satisfaction surveys.

What resources are being provided?

There is a training set up for the staff members.

How did the surveys go?

Can report on more details at next board meeting. Surveys are still coming in.

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

**Report: Lead Teacher (Tami)** –

Tami, Tammy, and Melissa have not met yet.

**Last Regular Board Meeting:** A lot is coming up in the next couple months. Is it possible 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 18.5 hours submitted by lead teacher** – \*On Google doc.

Sam motions to approve the 18.5 hours submitted by lead teacher.

Second Motion: Natalie

Motion 5:0 unanimous

**\*Melissa left meeting.**

**Approval of a 2017 LMSS Prom** –

M.B. -

Date: April 22

Time: 5-11:30pm

Place: Our lunchroom

Price: \$15 for individual \$20 for couple

Class: 7-12 grade

I have been looking at our school and decided I would invite teachers and their partners, Coulee Montessori, and Bluff View Montessori. Also, if someone has a friend or boyfriend/ girlfriend from a different school they can be invited. I would be asking for parent and teacher volunteers. I have one adult already who is excited to be on prom committee.

I would truly appreciate if we had prom, because this would be a great experience for everyone. Since we don't have a prom already and other high schools do, it really isn't fair we couldn't have one. I understand there are dangers in this, but if we have enough volunteers I believe we could keep it under control.

Thank You!

**Questions from Board** –

How is this going to be funded?

Decorations, DJ, Snacks, juices

What is the lunchroom capacity?

Depending on the capacity is how many tickets can sell.

Are there a King and Queen?

Are there dance rules or dress codes?

**Suggestions** –

Later start time

8:00 PM then people can go to dinner and what not.  
Possibly push it until May or plan this for the next school year.  
Other venue choices.

Legion – Non-Profit

Nicer tables, more space, easier to decorate, and more tickets you can sell.

E-mail other schools to see if there is interest in attending.

Sam motions to table approval of 2017 LMSS Prom until more information is provided.

Second Motion: Kate

Motion 4:0 unanimous

### **Discuss OWL Curriculum (Kate) –**

*Hoping to make the board aware of a new Sexuality Curriculum.*

*The Our Whole Lives (OWL) curriculum is a comprehensive, holistic, and inclusive exploration of sexuality that promotes a healthy, consensual sex life for all students.*

*An official addition of OWL to the curriculum will need to be board approved and would not start until Fall 2017, but the AP teachers would like to start an activity called the "Anonymous Question Box" in order to "test" the curriculum and introduce students and parents to this curriculum addition.*

*I will bring the parent consent form to the meeting on February 23, 2017 and be able to answer any questions.*

The hope is for this to be implemented next school year, with curriculum and board approval. Kate shared potential letters that will be sent out to parents and guardians explaining the soft start to the curriculum this year. The letters will be revised and put on Letter Head prior to sending out to parents.

Would this be a program where all grades are together?

Two different curriculums

Grades 10th-12th

Grades 7th-9<sup>th</sup>

What happens if parents do not feel comfortable with this?

There are other alternatives for students during this time.

### **Approval of Head of School Job description (Tammy and Tami) – \*Included in agenda packet.**

What is ad hoc?

A member of a committee without voting authority.

Head of school becomes a member to all ad hoc committees.

Is director of operations going to be the new title for director of financial operations?

If approved by the board, yes.

If the title does not get approved, do we need to go back and reapprove the title name change?

Make necessary updates as needed.

**\*\*Changing “coordinate evaluation of director of operations” to “coordinate evolution(s) of all other administration team member(s).**

Tara motions to approve the Head of School Job Description with said changes.

Second Motion: Sam

Motion 4:0 unanimous

**Approval of Director of Operations Job description (Tammy and Tami) – \*Included in agenda packet.**

**Questions:** Do we need to configure director of operations pay because she was originally director of financial operations?

The idea of offering the new position to the DFO could possibly be most appropriate.

The talk about pay will take place at later meetings.

Are we offering a new job?

Do we just change the job description for DFO?

The board has reassigned the DFO position/job description to Director of Operations effective July 1, 2017.

The board is requesting of Tammy to supply the board with what the DFO salary and stipend was. Along with DFO job description, what is the minimal salary exemption, how many hours are you currently putting in?

Tammy will e-mail this information to the board.

Finance committee will get together and come up with a number to place in the budget for the 2017-2018 school year. This number will be discussed at the next board meeting.

Melissa motions to approve the Director of Operations Job Description/reassignment effective July 1, 2017.

Second Motion: Natalie

Motion 5:0 unanimous

**\*Melissa returns to meeting.**

**Approval of Survey Request from Local Educator – \*E-mail included in agenda packet.**

Melissa motions to approve the Survey Request from Local Educator.

Second Motion: Sam

Motion 5:0 unanimous

**Approval of Revised FY 17 budget** – \*Included in agenda packet.

Melissa motions to approve the revised FY 17 budget.

Second Motion: Natalie

Motion 5:0 unanimous

**Approval of Direct Packages Technology Grant (Tammy) –**

Kate motions to approve the Direct Packages Technology Grant.

Second Motion: Tara

What is it?

\$1,000.00 grant for a specific item needed in the classroom.

We need a 3D printer which this grant could go for.

Motion 5:0 unanimous

**Discuss Charter Law (board continuous training) – Minnesota Statutes 2016** \*Information included in agenda packet.

\*One-hour training with follow-up discussion.

What is our secondary purpose?

It is to encourage the use of different and innovative teaching methods (the Montessori Method utilized in our school).

Does our school align with the state law in regards to staff evaluations?

No, this will be remedied through head of school hire and job reassignments.

**Write Thank you to AcenTek for the donation of the smart board.**

**Sign the statement of Assurances.**

**Future Business**

**Adjournment –**

Sam motions to approve adjournment of the board meeting at 5:28 PM.

Second Motion: Tara

Motion 5:0 unanimous

*\*Next Board Meeting date: March 16, 2017 at 3:30 PM.*

*All further board meeting will be the third Thursday of every month at 3:30 PM.*

*Two meetings in June, two meeting in August, and two meetings in January:*

*June 15, 2017 & June 29, 2017*

*August 17 2017 & August 31, 2017*

*January 11, 2017 & January 18, 2017*

