

La Crescent Montessori and STEM School
Thursday, March 16, 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: 3:35 PM

Roll Call:

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

Absent: Tami Holtslander and Natalie Hafner

Guests: Tammy Stremcha

Approval of March 16, 2017 Meeting Agenda –*Included in agenda packet.

Tara motions to approve the March 16, 2017 meeting agenda.

Second Motion: Kate

Motion 4:0 unanimous

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

Melissa motions to approve the February 23, 2017 meeting minutes.

Second Motion: Tara

Motion 4:0 unanimous

Community Input: None

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Did not meet.

Policy (Tammy Stremcha) – Met on March 2, 2013. Policies are on the agenda for approval.

Facility (Natalie) – The school is getting proposals for summer remodel for AP classrooms.

PR/Marketing (Tara) – Did not meet. Tara will be stepping away from chairing the committee. They are currently looking for a new chair member. Currently LMSS cannot host preschool screening. The school has to be certified for this process. PR will look into the requirements to have our school host preschool screening for the future.

From last meeting: Update on Preschool Screening.

Personnel (Melissa) – Did not meet. There is a job posting for a AP position.

Curriculum (Kate Garfin) – Did not meet.

From last meeting: Meet with curriculum committee in March to go over what was discussed with Paul.

Technology (Taylor) – Did not meet. The iPad is now working for the door entrance.

From last meeting: Look into MAC desktop to prepare it for head of school arrival.

Board Governance (Tammy) – Did not meet.

Past Business

Discuss Director of Operations – *Information e-mailed to all board members. The board has determined what the offer will be for the Director of Operations position and is sending it to the finance committee to fit into the FY18 budget.

** The board is also requesting that the finance committee work numbers to try and find a way to increase wages for all salaried employees, including Director of Operations.

From last meeting: 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.

Present Business

Report: Director of Financial Operations (Tammy) – Since the last meeting, I have provided the information requested from the board to the board, attended the chamber annual meeting, and various IEP meetings, met with representatives regarding insurance options, met with contractors to begin the quote/bid process of a potential construction project, prepped for finance meetings, attended the Montessori Conference in San Diego, prepped for and began execution of MCA testing, and am finalizing the last weeks in preparation of the Chili/Chocolate fundraiser.

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

Report: Lead Teacher (Tami) – Nothing to report. Did not meet to organize tasks.

From last meeting: Tammy, Tami, and Melissa will meet to help organize lead teacher tasks.

Discuss hours submitted by lead teacher – No hours submitted.

Approval of Monica to have 1/2 day of Montessori Conference off without loss of pay or PDO. (One day spent in training with staff, one day professional development day, and a 1/2 day working on curriculum for another teacher). –

Melissa motions to approve a ½ day of additional PDO for Monica to cover her ½ day used while staff attended a conference in San Diego.

Second Motion: Kate

Motion 4:0 unanimous

Approval of one day professional development for Monica Botwinski-Murray – What was the development? - Required mental health course for teacher license renewal.

Tara motions to approve one day professional development for Monica Botwinski-Murray.

Second Motion: Melissa

Motion 4:0 unanimous

Discuss insurance options for staff (do we need approval??) (Tammy) – Tammy got quotes from the Insurance Center for life insurance and short & long term disability. They also ran health insurance, but the school cannot afford that at this point. Tammy is proposing the school cover the cost to supply life insurance and short & long term disability starting next FY18 school year.

The board wants finance to look into wage raises before approving these insurances.

Review results of Parent and Student Surveys- *Included in agenda packet. Strengthen compost education for both students and parents.

Board members would like to see LMSS educating the community about composting.

Ideas to do so:

- Bins in local establishments where students will collect compost weekly or as necessary.
- Educate establishments prior to giving compost bins
- Have window clings or something of that sort saying, “We Compost with LMSS”.
- Subway, Sports Hub, Quillin’s, etc.

We would like our Environmental Educational Coordinating to look into this.

Board Training: Innovation & the Role of Board of Directors. *Reading included in agenda packet. (20 minutes) – Make sure our mission and vision is so apparent that everyone in the school knows it. Should we display it more prominently in the school? How will we do this? Where do you find the information to know that our school has improved innovatively and what are we doing?

- Tracking of Albanesi’s
- Montessori Conferences

Approval of changes made to Board Policy Development and Review -*Included in agenda packet.

Sam motions to approve the changes made to Board Policy Development and Review.

Second Motion: Tara

Motion 4:0 unanimous

Approval of changes made to Hazing Prohibition Policy - *Included in agenda packet.

Melissa motions to approve the changes made to the Hazing Prohibition Policy.

Second Motion: Sam

Motion 4:0 unanimous

Approval of changes made to Materials Ownership Policy - *Included in agenda packet.

Sam motions to approve the changes made to the Materials Ownership Policy.

Second Motion: Tara

Motion 4:0 unanimous

Approval of changes made to Pre-School Child Removal Policy - *Included in agenda packet.

Kate motions to approve the changes made to the Pre-School Child Removal Policy.

Second Motion: Tara

Motion 4:0 unanimous

Approval of two professional development days for Tami Holtslander on March 23rd and 24th for a Holocaust presentation at Viterbo University – Have a sub scheduled to come in.

Melissa motion to approve two professional development days for Tami Holtslander on March 23rd and 24th.

Second Motion: Tara

Motion 4:0 unanimous

Approval of nine professional development days for Tami Holtslander from March 27th – April 4th: EE Tour – This has already been approved with the approval of the EE Tour field trip.

Future Business

Adjournment –

Melissa motions to approve adjournment of the board meeting at 5:00 PM.

Second Motion: Kate

Motion 4:0 unanimous

**Next Board Meeting date: April 20, 2017 at 3:30 PM.*