

La Crescent Montessori and STEM School
Thursday, April 20, 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: 3:40 PM

Roll Call:

Present: Kate Garfin, Tara Thompson, Natalie Hafner, Sam Thelemann,

Absent:

Guests: Tami Holtslander, Tammy Stremcha, and Rhianon (Audubon)

Approval of April 20, 2017 Meeting Agenda –*Included in agenda packet.

Tara motions to approve the April 20, 2017 meeting agenda.

Second Motion: Kate

Motion 4:0 unanimous

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

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

Second Motion: Kate

Motion 4:0 unanimous

Community Input:

Rhianon- Visiting from Audubon to make some observations, talk with staff and students, and sit in on the board meeting. There is an application on the Audubon website (auduboncharterschools.org) to apply for our school to have kindergarten screening.

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Met, but did not have quorum.

Policy (Tammy Stremcha) – Met, March 30, 2017. There are polices up for review later on the agenda.

Facility (Natalie) – Met, but did not have quorum. There are bids up for review later on the agenda for the construction project. An air conditioner is getting looked at because it is not currently working.

From Last Meeting: The school is getting proposals for summer remodel for AP classrooms.

PR/Marketing (Tara) – No one has stepped up to chair the committee. Tara is continuing to take on this task. Caledonia Argust contacted our school asking if we would be interested in

placing an ad in the paper. PR will look further into this opportunity. With the new found information about the screening process PR will explore the necessary steps to get this started.

From Last Meeting: 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.

Personnel (Melissa) – Four interviews took place. Personnel will be reaching out to one candidate to offer the position.

Tammy wanted clarification of who qualifies under Master's salary raises ?

You qualify for the Master's salary raise if you have a Master's in education or a Master's in a field related to the subject you will be teaching.

From Last Meeting: There is a job posting for a AP position.

Curriculum (Kate Garfin) – Met April 18, 2017.

Approved plan for OWL implementation contingent on Board approval. We will send information to parents in May, allow for 1 on 1 questions at back to school conferences, and then hold two, two hour parents' trainings on Sept. 7th and Sept. 16th.

We are recording and organizing scope and sequence. Teachers will be asked to communicate what they are teaching and we will match it to standards.

Summer Slide curriculum is being revised from last year for reading - hoping to include Google Classroom "book clubs." Also, we discussed expanding summer slide to include STEM projects or math.

For next month, we will meet again on May 10th and talk about physical education as well as continue our challenge of recording and communicating the all school scope and sequence.

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

Technology (Taylor) – Met, April 19, 2017. Several topics were discussed during our last meeting. The committee agreed that a purchase of 10-15 chromebooks is necessary to accommodate the expanding AP classroom and shrinking computer lab space. The outdated white macbooks will be e-cycled and 10 spaces will free up in the electronic cart and we won't have to purchase a new one. The estimated cost (before tax) for 15 chromebooks is \$2,340. The HOS desktop (in the front office) will be swapped for the DFO (Tammy's) desktop and requires an upgrade to 10.10 (cost approx. \$100). The desktop will be wiped beforehand. As for the desktop currently in the front office, this will be wiped and used as a back-up to the DFO's laptop. In order to compensate for the loss of a desktop, A 22-24" monitor will be purchased for the DFO's laptop (cost approx. \$200).

With Mrs. H's approval, 1/3 of the desktops in the computer lab can be recycled as early as May 12th on a free e-cycle day. Desktops are being removed in preparation for construction.

Additional computers can be e-cycled in August if necessary.

Lastly, the committee discussed returning the soundbars purchased earlier in the year for AP's new tv screens. They were being kept in anticipation of the new rooms, but it was agreed that sound quality was not an issue and they could be returned.

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

Board Governance (Tammy) – Put together an evaluation for board members.

Past Business

Discuss Director of Operations – Finance did not get to meet because the committee did not have quorum.

The amount we came up with last month was \$40,000.

Tammy counteroffers \$45,000.

On the budget line now is \$41,000.

In response to the counter offer the board agrees to increase the wage previously made to \$41,000 base salary. This does not include new raises, years of services, and other additional compensations.

From last meeting: *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, 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.

Discuss insurance options for staff (do we need approval??) (Tammy) – Insurance is not an option because wage raises are taking place instead. Wage raises possible is \$500 with not doing insurance. This raise does not include head of school salary.

Board wants finance to look into if there is any additional funds to increase those initial raises?

From Last Meeting: 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.

Present Business

Report: Director of Financial Operations (Tammy) – Since the last board meeting, I have met with insurance representatives while researching options for the employees, various construction companies to request bids on a potential construction project, helped to provide tours to potential students and their families, attended IEP meetings, coordinated multiple observations with other schools, as well as coordinated and prepared for interviews for the AP

teaching position. MCA testing has continued this past month, and we hope to have all students completed by the end of this week. Bank rec, reports and budgets have all been completed and provided to you, as well as policies and (hopefully) multiple bids. All (needed) computers have been prepped for PTLW. Conversations have been had in relation to the three legislatively required board training with other local charter schools, as far as scheduling and needs. Chili & Chocolate was a success! We should have no problem renting the community theater building for our next play in the fall of 2018! The website continues to be updated as minutes are approved. E1 hosted a Spring Feast this past week, and provided a wonderful lunch to all students and staff, as well as our (10!) observers from Eau Claire Montessori- it was delicious. The annual SEPAC meeting is currently being planned, as well as discussions for a new policy that focuses on health and wellness for our students. This next month staff will be busy preparing for the Environmental Art Fair, providing spring assessments, E2 will be going on a camping trip, as well as planning for our end of year celebrations!

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

Report: Lead Teacher (Tami) – Students enjoyed the East Coast tour. Parent teacher conferences should all be done. As lead teacher Tami encourages for all teachers to implement a third conference before school starts. Possibly taking away back-to-school night and replacing it with beginning of the year face-to-face (one-on-one) conferences. A question was asked, 'where is the STEM in our STEM school' ? We need to put more effort into being a STEM school and how are we going to do that. A discussion will take place at the next staff meeting.

As lead teacher did you confront all staff members about the concern about conferences not being complete ?

Yes

A discussion continued and the conferences will be a whole group meeting on a night in. Parents can request one-to-one conferences. A parent did reach out for a one-to-one and got no response.

The board would like clarify the already existing verbage in the staff handbook stating face-to-face conferences imply one-on-one parent/teachers conferences.

The discussion will resume at the next board meeting requesting the teacher is in attendance.

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

Approval of February 2017 Expenditures – *Included in agenda packet.

Kate motions to approve the February 2017 expenditure.

Second Motion: Sam

Motion 3:0 1 abstention: NH did not review.

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

Tara motions to approve the February 2017 Bank Reconciliation.

Second Motion: Sam

Motion 3:0 1 abstention: NH did not review.

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

Approval of March 2017 Expenditures – *Included in agenda packet.

Sam motions to approve the March 2017 expenditure.

Second Motion: Kate

Motion 3:0 1 abstention: NH did not review.

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

Tara motions to approve the March 2017 Bank Reconciliation.

Second Motion: Sam

Motion 3:0 1 abstention: NH did not review.

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

Review Q3 Financial Report – *Included in agenda packet.

Approval of 5 hours submitted by lead teacher – *On Google doc.

Kate motions to approve the 5 hours submitted by lead teacher.

Second Motion: Tara

Motion 4:0 unanimous

Review results of Parent and Student Surveys – Kate did some informal community outreach and has been in contact with Buzzard Billy's about the possibility of partnering with them about composting. Currently our composter wouldn't be big enough if we took on this task.

The idea of testing Community Compost Project out this summer with Buzzard Billy's was brought up. This would help iron out the wrinkles before we invite other local businesses to join.

We will need to start looking into building new compost beds and purchasing Rubbermaid bins.

EEC and Kate will take on this task with all other staff members.

From Last Meeting: 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 (20 Minutes) – Review and Discuss the Requirements of the Forms to be Filled Out

It is requested that these forms be filled out by all board members and submitted back to Tammy by the end of April.

Approval for Ms. Kate to miss 1.5 post-school staff workdays, June 8th (half day) and June 9th (full day), and make them up the next week – We are not required to come in on June 9th.

Tara motions to approve Ms. Kate make up .5 post-school staff workday.

Second Motion Nate

Motion: 3:0 1 abstention: KG conflict of interest.

Approval of changes to Student Computer & Internet Usage Policy – *Included in agenda packet.

Is it necessary to have a time-limit on the computers?

The board suggests policy removes the last two sentences in the third paragraph.

Sam motions to approve changes made to the Student Computer & Internet Usage Policy with said changes.

Second Motion: Natalie

Motion: 4:0 unanimous

Approval of changes to Attendance & Truancy Policy – *Included in agenda packet.

This would be a good policy to go over with all teachers at a pre-service day and during the first face-to-face conferences at the beginning of the school year.

Tara motions to approve changes made to the Attendance & Truancy Policy.

Second Motion: Kate

Motion: 4:0 unanimous

Approval of changes to Code of Conduct Policy – *Included in agenda packet.

Natalie motions to approve changes made to the Code of Conduct Policy.

Second Motion: Tara

Motion: 4:0 unanimous

First Reading of FY 18 Budget – Why are we projecting less money for marketing? In the past we have not spent what the full amount budgeted.

Where does the grant money go? We would like to see print-outs showing that documented.

Approval of FY 18 Calendar – Instead of Sept. 19-20 it should say Oct. 19-20. As said the calendar is short approximately 17.5 hours. This will get resolved over a staff meeting before the next board meeting.

Sam motions to approve the FY 18 School Calendar knowing at this time the calendar is short student hours.

Second Motion: Tara

Motion: 4:0 unanimous

Approval of Professional Development for Tammy Stremcha on April 30th to tour/observe New Gate School in Florida –

Sam motions to approve a professional development day for Tammy Stremcha on April 30th to tour/observe New Gate School in Florida.

Second Motion: Kate

Motion: 4:0 unanimous

Approval of Third Quarter SIP report – *Included in agenda packet.

Kate motions to approve the third quarter SIP report.

Second Motion: Tara

Motion 4:0 unanimous

Review and Approval of Construction Bid(s) – *Included in agenda packet. In the budget the line item says \$45,000.00 to factor in any added necessities.

Sam motions to approve Wieser Brothers for the construction of the school.

Second Motion: Tara

Motion

Approval of EII camping trip to Eagle Bluff, Lanesboro, MN on May 10th – 12th –

Tara motions to approve EII camping field trip to Eagle Bluff on May 10th – 12th.

Second Motion: Natalie

Motion 4:0 unanimous

Approval of \$250.00 for all-school Cosmic Task curriculum – “What do you Stand for?” Books to help guide us to support cosmic task for all grade levels. Books of “Complete Guide for Service Learning” for all grade levels. Buttons, magnets, and cards. “Building Character with True Stories from Nature” book. The staff would like to get together to have a little training on this all.

Sam motions to approve refunding amount on receipt to Tami Holtslander for all-school Cosmic Task curriculum.

Second Motion: Natalie

Motion 4:0 unanimous

Review World’s Best Workforce Report Summary – *Included in agenda packet. No questions and the actual documented was given to all board members.

Write and sign Thank you notes: Runde Metal Recycling, Jim Frauenkron, and Tricia Runningen –

Discuss Conferences, Progress Reports, and Report Cards – There are progress reports not filed from Fall semester.

Future Business

Adjournment –

Sam motions to approve adjournment of the board meeting at 6:38 PM.

Second Motion: Tara

Motion 4:0 unanimous

**Next Board Meeting date: May 18, 2017 at 3:30 PM.*