

La Crescent Montessori and STEM School
Thursday, May, 18, 2017
Official Minutes
1116 S. 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: 3:32 PM

Roll Call:

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

Absent:

Guests: Tia Wagner, Christina Lewis, Tammy Stremcha, and Tami Holtslander

Approval of May 18, 2017 Meeting Agenda – *Included in agenda packet.

Tara motions to approve the May 18, 2017 meeting agenda.

Second Motion: Kate

Motion 5:0 unanimous

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

Natalie motions to approve the April 20, 2017 meeting minutes.

Second Motion: Tara

Motion 5:0 unanimous

Community Input:

Tia and Christina – *More information included in agenda packet.

La Crescent Montessori & STEM School bans non-reusable plastic water bottles on school grounds as they are hazardous to our health, community, and ecosystem. Non-reusable water bottles negatively affect the environment because:

- It takes roughly 450 years for plastic to decompose
- 100,000 animals die every year from consuming and becoming trapped in plastic waste
- The water that is bottled comes from regions where freshwater is scarce This policy was created to support the school's philosophy of environmental awareness. If non-reusable plastic water bottles are found, they will be confiscated and recycled.

They would like approval of the board for this policy.

Board recommendations: Attend the next policy meeting: contact Miss Tammy to get this put on the policy agenda.

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Met on May 9, 2017. Financial statements look good. Tri-State business machines contract has another year and will need to be looked at in the future. We have spent more than we have budgeted on the utility bill but will go down when Alan reimburses us for March and June. Looked at raise increases- with \$500 the school will stay positive, with \$1,000 the school will go negative.

Policy (Tammy) – Did not meet. Next meeting is scheduled for May 25th.

Facility (Natalie) – Did not meet. Provided to the board an addition to the bid for a wall and door to be added to the entry way of the school for separation of offices. Also provided is the lease for next year.

PR/Marketing (Tara) – Melissa Crowley will take over as chair.

Personnel (Melissa) – Conducted second interviews for AP math position, but have not made a final decision on higher.

Curriculum (Kate) – Did not meet. Communicating online to finalize Summer Slide Curriculum and Summer Reading Challenge.

Technology (Taylor) – Did not meet. Will be meeting at the end of the month to plan necessary items through the summer.

Governance (Tammy) – Compiled evaluation data and will present later in the meeting.

Past Business

Discuss Director of Operations – Tammy will accept the \$41,000 base salary.

From last meeting: Original offer \$40,000- Tammy's Counteroffer \$45,000 over two years- Board Counteroffers to increase wage previously made to \$41,000 base salary.

This does not include new raises, years of services, and other additional compensations.

Discuss additional funds to increase initial raises – Finance looked into the budget. The \$500.00 raises would keep the school budget in the black and \$1,000.00 would put the school in the red by \$5,000.00. Finance would like to start with the \$500.00 and then after revised budget they will see where the numbers are and look to increase.

The board would like finance to look into setting a yearly review of base salaries.

Add verbiage to finance committee job description.

We will continue to brainstorm others place to put the verbiage.

From last meeting: the board asked finance to look into the budget to see if there are any additional funds to increase initial raises of \$500.00.

Discuss FY18 Calendar – AP will be going to camp Monday – Friday. That will give the calendar approximately an extra 27.5 hours.

From last meeting: The calendar was approved with approximately 17.5 hours short.

This was supposed to be discussed and solved at a staff meeting.

Discuss progress reports, report cards, and conferences – Parent had conference with teacher and it was phenomenal. Parent felt she was given all information she needed. The board discussed about having a third conference. The first being in August in the prior to school starting, taking the place of back to school night.

As a board, we need to change the verbiage in the handbook to define face-to-face as one-on-one parent teacher conferences. The board wants to add another conference. This will be a before school conference: either one-on-one or group based on teacher discretion. This will be referred policy.

Surveys were given at the end of CH conferences and there was positive feedback. Teacher reached out to consultant Paul and got positive feedback from him.

Parents reached out expressing they would prefer a one-to-one.

From last meeting: Implementation of a third conference in place of Back to School Night. Parent-teacher conferences were not complete by all teachers by due date: March 31, 2017. Progress reports were not complete by all teachers and filed by due date: March 31, 2017. A parent reached out to teacher to schedule a face-to-face and never got a date set. E-mail about conferences got sent out after the due date in which conferences were supposed to be complete. Lead teacher talked to all teachers about the concerns with conferences and about them not being complete on time.

Present Business

Reports –

DFO (Tammy): We are busy preparing for the end of the school year! Final assessments are being provided to students, and report writing will soon begin. Second interviews were scheduled and held for the open secondary position. We participated in a technology recycling program, and began to dismantle the computer lab in preparation for the construction. The annual SEPAC meeting was scheduled, and rescheduled in an effort to increase parent involvement. A meeting has been planned for parents and staff to begin discussing a health and wellness approach to our school lives. Completed the CRDC data submission, fire extinguishers have been inspected (everything is a-ok!), helped schedule board training for the fall (in conjunction with area charter schools), worked on getting the lease for next year put together, scheduled a visit for Stephanie Wehman to come and observe our school, submitted various reports to MDE, and got the large laminator working :) The website has been updated with the various official minutes.

Epicenter (Tammy): Up-to-date!

Lead Teacher (Tami): Had to remove Miss J from her classroom to take on the president's role for student situations. A lot of hours were put in. Helped with policies to help with student situations.

Approval of 40 hours submitted by lead teacher. *Hours on Google Doc.

Sam motions to approve the 40 hours submitted by lead teacher.

Second Motion: Melissa

Motion 5:0 unanimous

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

Sam motions to approve the April 2017 expenditures.

Second Motion: Natalie

Motion 5:0 unanimous

Approval of April 2017 Bank Reconciliation – *Included in agenda packet.

Kate motions to approve the April 2017 bank reconciliation.

Second Motion: Tara

Motion 5:0 unanimous

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

Board Training (20 Minutes) – Discuss evaluations and how to implement information for the sections in which more knowledge needs to be obtained. Natalie and Melissa did not participate in the evaluations.

The board will postpone this until all results are submitted.

Second Reading of FY 18 Budget – *Included in agenda packet.

What was changed from first reading?

Raise was added.

PR/Marketing budget was brought down.

Insurance was removed.

Utility Services budget was brought down.

Will be up for approval at the next board meeting.

Approval of Classroom Assistant Montessori Training – cost is \$320 per person, starts June 19th. It is a 10-week course from CGMS titled "Leadership and Overview of Montessori at the Early Childhood Level" and includes: *Intro to Montessori philosophy and key concepts *Qualities of the Prepared Environment *How to start the school year *Positive discipline *Classroom Roles *An intro to early childhood curriculum. This course primarily focuses on 3-6 classrooms, but most of the topics relate to all age groups. Four out of five aids have confirmed intentions to returning, and three out of those four have vocalized high interest in Montessori training. All information can be found online on the CGMS website.

Melissa motions to approve the classroom assistant Montessori training with the school paying the cost of \$320.00 per person.

Second Motion: Natalie

Discussion:

Just for aids or could we open it up for all staff?

- We may have space financially to send other staff members.
- Kate would be interested in taking this course.
- Tammy will speak with all interested staff not already Montessori trained.

Who would pay the \$320.00?

- School would cover the cost.

Motion 5:0 unanimous

Approval of bid of \$2,625.00 from Wieser Brothers for additional wall and door – *Included in agenda packet.

Kate motions to approve a bid of \$2,625.00 from Wieser Brothers for additional wall and door.

Second Motion: Natalie

Discussion: This would create a second office for the head of school and director of operations.

Motion 5:0 unanimous

Approval of FY18 Building Lease – *Included in agenda packet.

Melissa motions to approve the FY18 building lease.

Second Motion: Sam

Discussion:

Was anything different than last year?

- No major changes.

Motion 5:0 unanimous

Approval of the OWL Curriculum to begin late September of the FY18 school year (Kate) –

***Parent Letter included in agenda packet.**

Sam motions to approve the OWL Curriculum to begin in late September of the FY18 school year.

Second Motion: Tara

Discussion:

When are you sending out the parent letter?

- Sending out Friday

At August conferences, more information will be given to the parents.

Motion 5:0 unanimous

Tami Holtslander requests stipend pay for EF Student Tour of the East Coast – “I have spent some time researching this, I know in the past it was a flat fee stipend for beyond the work day,

assuming you were already paid for 8-3 pm, (a rate of \$30 for the rest of the 17 hours-so about 0.56 cents per hour).”

Sunday March 26 2:00 pm-Monday 8 am (\$30)

Monday, March 27 -Friday 31 stipend amount (\$150)

Saturday, Sunday April 1 & 2 12 am-12 am (daily rate per day $\$30.34 \times 7.25 \times 2 + \$60 = 499.93$)

Monday, April 3-12 am-10:30 pm (\$30)

\$709.93 for 9 days including weekends

Approval of a stipend of \$709.93 for 9 days for Tami Holtslander for the EF Student Tour of the East Coast –

Kate motions to approve stipend of \$709.93 for 9 days for Tami Holtslander for the EF Student Tour of the East Coast.

Second Motion: Tara

Discussion: Policy needs to create a set policy for these situations for the future.

Motion 5:0 unanimous

Approval of G5 Grant (Tammy) – In past years, LMSS has received a grant through the G5 system. It is called the REAP grant, for Rural Education Achievement Program. This grant has in the past simply been provided to us, with little to no application necessary. The program is changing this year to require an annual application. *Application included in agenda packet.

Sam motions to approve the G5 Grant.

Second Motion: Tara

Discussion:

It is already filled out.

Motion 5:0 unanimous

Closing meeting for personnel discussion in regards to Melissa Johnson at 5:33 PM per statute: 13D.05 Subd. 3a.

Meeting opens back up at 6:38 PM

Future Business

Adjournment-

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

Second Motion: Natalie

Motion 5:0 unanimous

* Next board meeting date: June 15, 2017 at 3:30 PM.