

**La Crescent Montessori and STEM School**  
**Thursday, June 15, 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:** 3:33 PM

**Roll Call:**

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

Absent: Kate Garfin

Guests: Tammy Stremcha and Tami Holtslander

**Approval of June 15, 2017 Meeting Agenda** – \*Included in agenda packet.

Tara motions to approve the June 15, 2017 meeting agenda.

Second Motion: Natalie

Motion 4:0 unanimous

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

Natalie motions to approve the May 18, 2017 meeting minutes.

Second Motion: Tara

Motion 4:0 unanimous

**Community Input:** None

**Board Committee Reports (20 minutes)**

**Budget/Finance (Tara)** – Did not meet. Trying to schedule a meeting next week.

**Policy (Tammy)** – We met on May 25th and reviewed the various policies that are attached to this agenda for your review and approval. Discussion was had about the Health and Wellness policy that we are looking into. The water bottle policy that was brought to the board from concerned students will fit nicely into the Health and Wellness policy.

**Facility (Natalie)** – Construction will begin next week in the AP rooms, computer room and the downstairs hallway. A tentative schedule shows that the construction is expected to last approximately one month.

**PR/Marketing (Melissa Crowley)** – Did not meet. Hoping to meet soon.

**Personnel (Melissa)** – Meet Tuesday, June 15, 2017 for CH assistant.

**Curriculum (Kate)** – Did not meet.

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

**Governance (Tammy)** – Went over evaluation information to be discussed later in the meeting.

## **Past Business**

**Discuss progress reports, report cards, and conferences** – Did we change the verbiage explaining face-to-face and adding a third conference at the beginning of the year with a face-to-face choice or whole group?

Not yet, it will happen at the policy meeting on June 29, 2017.

**Notes from Last Meeting:** 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.

## **Present Business**

### **Reports –**

**DFO (Tammy):** The past month has been busy completing the end of school year tasks. Grades have been printed, mailed and filed. Bridging and Graduation ceremonies was held. The spring Title 1 and SEPAC meetings were held, scheduled Montessori training for aids, scheduled next year's school calendar, began reviewing history in school computers, paid bills, submitted PERA reports, prepared the lease aid application, submitted the G5 grant, updated the website, the Little Library was completed and dropped off, signed up for a trial of Montessori Compass, posted for classroom aid, coordinated moving help for upcoming construction work, met with contractors, met with picture vendor, scheduled first audit site visit, submitted various reports to MDE, and participated in two webinars.

### **Epicenter (Tammy):**

**Lead Teacher (Tami):** \*Shared in Google Doc.

Acknowledges 10 years of teaching for Melissa Johnson.

Graduation happened.

Summer Slide was given to all parents.

Transition will be happening with the new Head of School and Lead Teacher.

- Have a plan for the days the Head of School will be gone.

The board thanks you for filling in as Lead Teacher!

**Approval of 10.5 hours submitted by lead teacher.** \*Hours on Google Doc.

Sam motions to approve the 10.5 hours submitted by lead teacher.

Second Motion: Natalie

Motion 4:0 unanimous

**Closing meeting for personnel discussion in regards to Melissa Johnson at 3:47 PM per statute: 13D.05 Subd. 3a.**

## **Reopening at 4:35 PM**

**Recap of closed meeting held on May 18, 2017** – A conflict Resolution Team was being created by Vice President.

**Board Training (20 Minutes)** – Discuss evaluations and how to implement information for the sections in which more knowledge needs to be obtained. \*Evaluation was sent to board members via e-mail.

On a 5-point scale 3.0 or less is looked at as failure.

Board thinks this would be a good discussion for a board retreat.

- Come to July board meeting with calendars to schedule retreat.

**Approval of FY 18 Budget** – \*Included in agenda packet.

Sam motions to approve the FY 18 budget.

Second Motion: Tara

- No changes have been made since last board meeting.

Motion 4:0 unanimous

**Review of Financial Evaluation from ACNW** – \*Included in agenda packet.

## **Natalie exited meeting 4:45 PM**

**Approval of Preschool Behavior Guidance Policy** – \*Included in agenda packet.

Melissa motions to approve the Preschool Behavior Guidance Policy.

Second Motion: Tara

Motion 3:0 unanimous

## **Natalie returned to meeting 4:50 PM**

**Approval of the Class Size and Staff Needs Policy** – \*Included in agenda packet.

Melissa motions to approve the Class Size and Staff Needs Policy.

Second Motion: Tara

Motion 4:0 unanimous

**Approval of TSES Manual** – \*Included in agenda packet.

Melissa motions to approve the TSES Manual.

Second Motion: Sam

Motion 4:0 unanimous

**Approval of the Travel Reimbursement Policy** – \*Included in agenda packet.

The policy committee needs to add in that this does not include Montessori training.

Tara motions to approve the Travel Reimbursement Policy with said changes.

Second Motion: Natalie

Motion 4:0 unanimous

**Approval of the Lease Aid Application** – \*Included in agenda packet.

Tara motions to approve the Lease Aid Application.

Second Motion: Sam

Motion 4:0 unanimous

**Approval of the Designs for Learning Contract Application** – \*Included in agenda packet.

Tara motions to approve the Designs for Learning Contract Application.

Second Motion: Sam

Motion 4:0 unanimous

**Discuss Montessori Compass (Tammy & Sam)** – [montessoricompass.org](http://montessoricompass.org)

Tool to help increase parent communication and keep records secure and private.

Replaces hand written record keeping.

Organizes lesson planning.

Helps go paperless.

The cost is approx. \$18 a student per year.

The program goes from CH to 12<sup>th</sup> grade.

Where should we go from here?

- Get Head of School thoughts on the program.
- Potentially look to approve the program by the July board meeting.

**Approval of Melissa K. Johnson's attendance to "Montessori for Aging and Dementia" conference held at the Montessori Center of Minnesota in St. Paul. The cost of the conference is \$350 and will be held the 26th and 27th of October.** – There was a PLC at the end of the year discussing the “What Do We Stand For” curriculum and the idea of working with nursing homes got brought up.

The board is unsure about funding the conference because they want to make sure STEM training is budgeted first. The board has asked staff to bring more STEM into the school, so we want that to be our number one priority at this point.

The motion will be tabled until next board meeting.

motions to approve Melissa K. Johnson to attend the Montessori for Aging Dementia conference on October 26<sup>th</sup> & 27<sup>th</sup> for a total of \$350.00.

Second Motion

Motion

**Approval of the 2017-2018 AP Student Handbook** – \*Included in agenda packet.

The board would like Policy Committee to review this and make sure the AP Handbook and the Student Handbook match where necessary.

The motion will be tabled until next board meeting.

Motions to approve the 2017-2018 AP Student Handbook.  
Second Motion  
Motion

**Future Business**

**Adjournment-**

Tara motions to approve adjournment of the board meeting at 5:32 PM.  
Second Motion: Natalie  
Motion 4:0 unanimous

\* Next board meeting date: June 29, 2017 at 3:30 PM.