

La Crescent Montessori and STEM School
Thursday, June 29, 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: 3:47 PM

Roll Call:

Present: Kate Garfin, Tara Thompson, and Sam Thelemann

Absent: Natalie Hafner and Melissa Johnson

Guests: Tammy Stremcha

Approval of June 29, 2017 Meeting Agenda – *Included in agenda packet.

Tara motions to approve the June 29, 2017 meeting agenda.

Second Motion: Kate

Motion 3:0 unanimous

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

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

Second Motion: Kate

Motion 3:0 unanimous

Community Input: None

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – Finance met on 6/20/17 at 12:30 pm. Bank recs and financial statements seems to be order. Tammy reported that she will begin reconciliation soon so we should look to see deposits coming in next month. The audit is scheduled for the beginning of August.

Policy (Tammy) – We meet tonight, June 29th at 5:15pm.

Facility (Natalie) – The construction is coming along as planned. There will be some additional costs: the door/frame next to E2 was not included in the original bid. Additional electrical outlets were also installed that were not part of the original bid. The electrician also found a wall of outlets that were not working. I instructed him to see if he could get them back up without spending days on that project. Approximately \$3,000.00 over budget.

PR/Marketing (Melissa Crowley) – Did not meet.

Personnel (Melissa) – Did not meet.

Curriculum (Kate) –Did not meet - update from last month - we completed our 2016-2017 scope and sequence (without standards) and set up due dates for standards to be

added. Also, Kate is working on getting a STEM PD brochure created for the start of the new year.

Technology (Taylor) – Did not meet.

Governance (Tammy) – Compiled the Spring Parent Survey results. They were attached to this agenda packet.

Past Business

Discuss progress reports, report cards, and conferences – Policy has not met yet.

Notes from Last Meeting: 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.

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. – Kate is going to meet with curriculum to figure out costs for STEM training for staff members. Will come back at the next meeting with costs for the trainings to see what extra money we have to work with. Kate will talk to finance to see what money we have to work with after figuring in Montessori Conference. The motion is tabled for next board meeting.

From last board meeting: 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 26th & 27th for a total of \$350.00.

Second Motion

Motion

Melissa Johnson enters meeting 4:05 PM

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

The motion will be tabled until August board meeting.

From the last board meeting: 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

Approval of LMSS using Montessori Compass (Tammy & Sam) – Head of school approves the program.

Where do the funds come from to pay for this program? Line item: Vendor services.

From last board meeting: 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 12th 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.

Tara motions to approve LMSS Montessori Compass for Children's House through sixth grade.

Second Motion: Kate

Motion 4:0 unanimous

Present Business

Reports –

DFO (Tammy): Over the last two weeks, I have completed (and corrected) bank reconciliations and reports, monitored the construction project, attended a finance meeting, submitted various MDE, PERA and Epicenter reports, completed the environmental education survey, paid bills, made final deposit, began balancing servs, edrs and ufars, checked in computers, searched for furniture, and coordinated with staff regarding various needs for data or information.

Epicenter (Tammy): Up-to-date!

Lead Teacher (Tami): Has nothing to report on. We will not be approving hours at this meeting.

Approval of _____ hours submitted by lead teacher. *Hours on Google Doc.
motions to approve the _____ hours submitted by lead teacher.

Second Motion:

Motion

Closing meeting for personnel discussion in regards to Melissa Johnson at 4:15 PM per statute: 13D.05 Subd. 3a.

Reopening at 4:52 PM

Recap of closed meeting held on June 15, 2017 – The decision was made to create a Teacher Action Plan.

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

Tara motions to approve the April 2017 Bank Reconciliation.

Second Motion: Sam

Motion 4:0 unanimous

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

Sam motions to approve the May 2017 expenditure.

Second Motion: Melissa

Motion 4:0 unanimous

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

Tara motions to approve the May 2017 Bank Reconciliation.

Second Motion: Melissa

Motion 4:0 unanimous

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

Enrollment has stayed similar to last board meeting.

Board Training (20 Minutes) – Be thinking about dates for possible retreat. Looking possibly at the month of October.

From Last Meeting: Come to July board meeting with calendars to schedule retreat.

Approval of hire for Holly Timm as full time Children's House classroom assistant – The job needs to be posted internally for two weeks. Then it needs to be posted externally until the position is filled. Personnel needs to go through this process prior to the board being able to approve a hire. Tammy will post the job position internally. At the next board meeting we can approve a hire.

The motion for a classroom assistant will be tabled until next board meeting.

motions to approve the hire of Holly Timm as full time Children's House classroom assistant.

Second Motion

Motion

Approval of Stephanie Wehman to attend, as a full professional development day, the CliftonLarsonAllen 5th Annual Minnesota Charter School Conference for \$119.00, on Wednesday July 19th – We cannot find a registration dead line. As a board, we want to strategize where to use the training money for this year.

Melissa motions to approve a full professional development day on Wednesday, July 19th to the CliftonLarsonAllen 5th Annual Minnesota Charter School Conference for \$119.00.

Second Motion: Tara

Motion does not carry. The board has tabled all professional development at this time until we have a better idea of the budget.

Approval to purchase two screens and a docking station for approximately \$300.00 –

These would pair with the Dell XPS 13 purchased last year.

The small screen size of the laptop makes it difficult to run financing software without the use of a second monitor. The purchase of two monitors will allow us to forgo purchasing a new laptop and should last 5 about years.

The screens will plug into the current laptop.

Sam motions to approve the purchase of two screens and a docking station for approximately \$300.00.

Second Motion: Kate

Motion 4:0 unanimous

Approval to update the Apple desktop for \$50.00 –

This computer will be for Head of School. It can be updated at The Mac Guys.

The update could last a couple years maybe.

Kate motions to approve the update to the Apple desktop for up to \$100.00.

Second Motion: Melissa

Motion 4:0 unanimous

Review Parent Survey Feedback – More people are responding to the surveys. The surveys can be looked at on a deeper level at the board retreat and the board members can come back to share with staff members.

Approval of changes made to the FY18 School Calendar –

The dates of the Montessori Conference were changed.

Melissa motions to approve the changes made to the FY18 School Calendar.

Second Motion: Kate

Motion 4:0 unanimous

Approval of the 2017 ACNW Environmental Education Survey – *Included in agenda packet.

Thank you, Taylor and Tammy, for putting this together.

Kate motions to approve the 2017 ACNW Environmental Education Survey.

Second Motion: Tara

Motion 4:0 unanimous

Future Business

Adjournment-

Sam motions to approve adjournment of the board meeting at 5:17 PM.

Second Motion: Melissa

Motion 4:0 unanimous

* Next board meeting date: July 27, 2017 at 3:30 PM.

Tammy will update the website.