

**La Crescent Montessori and STEM School**  
**Thursday, July 27, 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:** 3:37 PM

**Roll Call:**

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

Absent: None

Guests: Tami Holtslander, Taylor Gruszka, Tammy Stremcha, and Stephanie Wehman

**Approval of July 27, 2017 Meeting Agenda** – \*Included in agenda packet. Added approval of approximately \$200.00 for Montessori STEM Webinar.

Tara motions to approve the July 27, 2017 meeting agenda with said changes.

Second Motion: Melissa

Motion 5:0 unanimous

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

Kate motions to approve the June 29, 2017 meeting minutes.

Second Motion: Tara

Motion 5:0 unanimous

**Community Input:** None

**Board Committee Reports (20 minutes)**

**Budget/Finance (Tara)** – Revenue is at 87% of the estimated budget. Payback payment comes in August. Expenses are at 91% of estimated budget. In line with other years. Fiscal Year to Date and Projected Cash flow document was corrupt shows loss but financial software shows gain. Audit is scheduled for 8/7/17.

15000 in the G5 but we have not yet been funded for another grant called Teacher and Principal training and recruitment usually between 1200 and 1300. G5 will be used first for chrome books and laptops this year. Chromebooks will cost about 3500, laptops roughly 6000. That leaves us roughly 6000. Conference costs for attendance only 530 per person. This does not include hotel and airfare. 1 room for 3 nights will be 685 hotel. Airfare is roughly 300 per person preliminary at this time. Roughly 4000 to send 3 people. Suggestion from the Finance committee would be three people attend the conference. That would leave money in the account for STEM training. La Crosse

Montessori Training will cost roughly 120 per person. Additional attendees would take funding away from student technology needs being met. How do we as a school ensure that information brought back from PD is shared with staff and implemented?

**Policy (Tammy)** – Meeting was held June 29th at 5:30pm. Policies were reviewed and provided to the board for your approval. Another meeting is scheduled for tonight.

**Facility (Natalie)** – Construction is complete! Facility needs to take care of some fire code issues and some elevator issues.

**PR/Marketing (Melissa Crowley)** – Met July 8th, 2017 at 9:00am at Kistler Park.

Discussed PR funds budgeted- \$4000.00 and how to use those funds to the best of their ability. Shared numerous marketing options. There was not enough feedback and participation from the committee members to make any decisions. Next meeting is looking to be scheduled August 1, 2017 at 7:30 PM at the school.

**Personnel (Melissa)** – Met July 25, 2017. The hire of Holly Timm is on the agenda for later approval. The personnel committee requests she be the Children's House classroom position. Personnel will be moving away from interviews and applications. The head of school will take on this task. Some options were discussed about the AP math position. Four more people need to be interviewed for an additional classroom aid.

**Curriculum (Kate)** – Curriculum Committee met on July 19th at 5:00 PM. We discussed the 2-year plan for the scope and sequence, the pros and cons of our summer curriculum, and recommendations for STEM PD to present to the board. The next meeting will be at the start of school. Curriculum recommends a Montessori STEM webinar hosted by AMS. Curriculum would also like to work on the school's library. South East Service Corporative offers personalized staff training- can be STEM related.

**Technology (Taylor)** – Met on Thursday, July 20th to discuss plans for the upcoming school year. The committee is requesting the purchase of 20 Chromebooks and a charging cart. The additional Chromebooks will reduce use of the desktops and will allow for students to do research, Study Island, and MCAs in their classroom. The estimated cost for the Chromebooks, licensing, and a charge cart is \$5,910.67.

In addition to the Chromebooks, we are requesting the purchase of five Laptops for use in PLTW. These laptops will make up for the desktops that were recycled at the end of the school year. The hope is to purchase several laptops each year so they can be replaced at a smaller cost when they become obsolete. We do not currently have a quote for these laptops, but should have one by the meeting Thursday. Estimated cost per laptop is \$600. An estimated cost for 5 laptops from SHI \$3,330.00.

We are also requesting the purchase of an additional Wi-Fi hotspot upstairs. With the addition of new walls, the concern is that the Wi-Fi signal will diminish.

Trevor has stressed the fact that we need a new server, and we need to address it soon. Our server is very old and will not be functioning for much longer, so it should be replaced within the next year. We may need to write a grant for it, so please keep your eyes open.

The last item we talked about is that we would like the teachers to limit/phase students out of USB drive usage. They are one of the main vectors of virus infection and with the use of Google Drive and a possible license to Office365 (Microsoft's version of the cloud) the students could save and access files without putting the computers at risk.

The committee has scheduled another meeting for August 15th.

**Governance (Tammy)** – Did not meet.

### **Past Business**

**Discuss progress reports, report cards, and conferences** – Policy did not get to it.

**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.** – With the cost technology needs and the other STEM training the board wants staff to participate in the grant is diminishing to offer other PD.

**From Last Meeting:** 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.

Sam 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 Kate

Motion 0:4: the motion fails because with the cost technology needs and the other STEM training the board wants staff to participate in the grant is diminishing to offer other PDs.

1 abstention: M. Johnson abstained because of conflict of interest.

### **Approval of the 2017-2018 AP Student Handbook –**

**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.

The motion will be tabled until August board meeting.

motions to approve the 2017-2018 AP Student Handbook.

Second Motion

Motion

Tabled until next board meeting. Policy meets tonight.

### **Melissa left meeting 4:35 PM**

### **Approval of hire for Holly Timm as full time classroom assistant –**

**From Last Meeting:** 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.

Kate motions to approve the hire of Holly Timm as full time classroom assistant.

Second Motion Tara

Motion 3:1 The interview was unsatisfactory in the opinion of the board member.

### **Present Business**

#### **Reports –**

**DO (Tammy):** The head of school has started, and we have been reviewing policies, and internal systems of our school. Payroll and expenses have been paid, tables and chairs for AP program have been ordered and delivered, Epicenter continues to be updated, FY 18 cash flow has been created, and an elevator inspection was complete (need to fix some things).

Tammy does not need to continue to report on what is in her job description. A recap of activities outside of the job descriptions is expected for board meetings.

### **Melissa returns to meeting 4:41 PM**

**Epicenter (Tammy):** Up-to-date!

**Head of School (Stephanie):** Has been working side by side with Tammy.

What are the board expectations for head of school during future board meeting? In the past we have had the head of school at the board meetings as a guest. A recap of activities outside of the job descriptions is expected for board meetings.

**Closing meeting for personnel discussion in regards to Melissa Johnson at 4:49 PM per statute: 13D.05 Subd. 3a.**

### **Reopening at 5:52 PM**

**Recap of closed meeting held on June 29, 2017 –** Board developed a template for a Teacher Action Plan to be during the closed portion of the meeting.

**Sam leaves at 5:53pm.**

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

Kate motions to approve the June 2017 Bank Reconciliation.

Second Motion: Melissa

Motion 4-0 unanimous

**Approval of June 2017 Expenditures –** \*Included in agenda packet.

Tara motions to approve the June 2017 expenditure.

Second Motion: Kate

Motion 4-0 unanimous

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

Clarification was made regarding the enrollment number we budget for vs the actual enrollment.

**Review Quarterly Report –** \*Include in agenda packet.

No questions at this time.

**Approval for Stephanie Wehman to become the Identified Official with Authority (IOWA) for MDE submissions –**

Melissa motions to approve Stephanie Wehman to become the Identified Official with Authority (IOWA) for MDE submissions.

Second Motion: Tara

Motion 4-0 unanimous

**Approval for Stephanie Wehman to be added to the financial accounts as an authorized signer –**

Kate motions to approve Stephanie Wehman to be added to the financial accounts as an authorized signer.

Second Motion: Natalie

Motion 4-0 unanimous

**Discuss a member of the board retaining the ability to sign financial documents –**

Prior to having a HOS the Board Secretary was authorized to sign. The question is, do we need to have this additional person now that HOS has been approved as an authorized signer.

Melissa motions to remove the Board Treasurer, at this time Tara Thompson, as a person with the authority to sign financial documents regarding LMSS bank accounts.

Second Motion: Tara

Motion 4-0 unanimous

**Approval of updated Dress Code Policy –** \*Included in agenda packet.

Kate motions to approve the updated Dress Code Policy.

Second Motion: Natalie  
Motion 4-0 unanimous

**Approval of updated Nepotism Policy – \*Included in agenda packet.**

Melissa motions to approve the updated Nepotism Policy.

Second Motion: Kate

Motion 4-0 unanimous

**Approval of the updated Drug Free Workplace Policy – \*Included in agenda packet.**

Melissa motions to approve the updated Drug Free Workplace Policy.

Second Motion: Natalie

Motion 4-0 unanimous

**Board Training (20 Minutes) – Schedule Board Retreat: Possibly in October.**

Possibilities include Oct 6-8, 13-14, and Dec 1-3.

**Approval of purchasing 20 Chromebooks, a charging cart, and licensing for an estimated cost of \$5,910.67 – The additional Chromebooks will reduce use of the desktops and will allow for students to do research, Study Island, and MCAs in their classroom. \*Quotes included in agenda packet.**

Kate motion to approve the purchase of 20 Chromebooks, a charging cart, and licensing for an estimated cost of \$5, 910.67.

Second Motion: Tara

Motion 4-0 unanimous

**Approval of purchasing 5 Laptops for an estimated cost of \$ 3,330.00 -**

Kate motions to approve the purchase of 5 Laptops for an estimated cost of \$ 3,330.00.

Second Motion: Natalie

Motion 4-0 unanimous

**Approval of approximately \$200.00 for Montessori STEM Webinar from AMS.**

Melissa motions to approve approximately \$200.00 for Montessori STEM Webinar from AMS.

Second motion: Tara

Motion 0-4

Board decided to explore other options.

**Future Business**

**Adjournment-**

Kate motions to approve adjournment of the board meeting at 6:18 PM.

Second Motion: Melissa

Motion 4-0 unanimous

\* Next board meeting date: August 17, 2017 at 3:30 PM.