

**La Crescent Montessori and STEM School**  
**Thursday, August 17, 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:** 3:34 PM

**Roll Call:**

Present: Kate Garfin, Natalie Hafner, and Sam Thelemann

Absent: Tara Thompson and Melissa Johnson

Guests: Tammy Stremcha

**Approval of August 17, 2017 Meeting Agenda** – \*Included in agenda packet.

Kate motions to approve the August 17, 2017 meeting agenda.

Second Motion: Natalie

Discussion: The change from LMSS to PR was made on the approval of pencil purchase. Added discussion to all approvals. Added approval for Miss Sam to be absent on a pre-service day. Added approval for PR to purchase the Midwest Family Broadcasting Classic Hitsmas Ad campaign for a total of \$360.00. Added approval of hire of Zachary Kilpatrick. Changing review of staff handbook to an approval. Approval for Miss J to be absent a pre-service day.

Motion 3:0 unanimous

**Approval of July 27, 2017 Meeting Minutes** – \*Included in agenda packet.

Kate motions to approve the July 27, 2017 meeting minutes.

Second Motion: Natalie

Discussion: None

Motion 3:0 unanimous

**Community Input:** None

**Board Committee Reports (20 minutes)**

**Budget/Finance (Tara)** – Everything looks to be in order regarding the bank and financial statements. This is the first month of the new fiscal year so all of the reports and such that we are seeing are new. The committee will review for issues. Enrollment is below budget but interest has been expressed. We just got our funding information and our Title funding has been cut due to a change in the funding formula. This is a large drop and will potentially change staffing needs and assignments. Audit is going well. We are using the same company as last year. Everything that has been requested has been

submitted. They have not confirmed a date. They will come to a finance meeting to review everything and then come to a board meeting to share as well.

**Policy (Tammy)** – Policy met on July 27th. The staff and family handbooks were reviewed and are attached for the board's approval.

**Facility (Natalie)** – Did not meet. Playground clean-up August 27, 2017.

**PR/Marketing (Melissa Crowley)** – Met on August 1, 2017. Discussed how we would like to utilize Midwest Family Broadcasting this year. Working on generating new contract to be able to submit a request to the LMSS School Board. Redesigning an advertisement. Looking into Coulee Parenting Connection. Discussed a mass mailing advertisement. Discussed Applefest Parade Pencils.

Next Meeting August 22, 2017, 7:30pm.

Request to LMSS School Board: (On the agenda for approval)

The PR Committee would like LMSS to purchase pencils, to hand out at the Applefest Parade for \$174.00. Price includes 2,400 pencils and labels with LMSS information.

**Personnel (Melissa)** – Stephanie has taken over much of the hiring portion of that so we did not have a meeting. We will look at scheduling one once school is back in session and we are all in the building together.

**Curriculum (Kate)** – Did not meet.

**Technology (Taylor)** – Did not meet. All Chrome Books and Laptops were ordered.

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

## Past Business

**Discuss progress reports, report cards, and conferences** – Verbiage in the Staff handbook was made.

**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.

\*\*Melissa arrived 3:41 PM

## Present Business

### **Reports –**

**DO (Tammy):** The on-sight audit has been complete. Additional requests of information are being met. Regular job duties are being complete.

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

**Head of School (Stephanie):** Most of my time has been spent reading handbooks, policies and procedures so I have a good feel for how the school operates. I have also reviewed the contract with ACNW as well as the latest academic evaluation. Additional data needs to be submitted to ACNW for that evaluation and Tammy planned to get it to them this week.

Additionally, I:

- Scheduled and interviewed candidates for the aide position, checked references and followed up with candidates.
- Connected with several individuals in an attempt to solicit math instructor.
- Connected with the Hiawatha Education Foundation regarding eligibility for grant money. The school is eligible and will receive quarterly grants based on the number of preschool students that qualify for free/reduced lunch or who receive county daycare assistance.
- Connected with the city administrator to inquire about using the Community Ice Rink as an emergency evacuation site. Set an appointment to meet with the Chief of Police to discuss the matter further and to evaluation the school's evacuation plan.
- Prepared for staff training during pre-service days.
- Met with Anne Epstein to discuss ideas for presenters and topics, marketing (and a Sunday session for strategic planning) for the January Montessori conference at the University of La Crosse. I am co-chairing this event.
- Sent out surveys to staff to get to know them better as well as their thoughts on LMSS.
- Assisted Tami with the arrangement of the AP environment.
- Organized and tidied up the front staff office.

I am looking forward to all the staff returning next week!

**Recap of closed meeting held on July 27, 2017** – Finished the Teacher Action Plan and will be brought to the head of school the week of in-service.

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

Sam motions to approve the July 2017 Bank Reconciliation.

Second Motion: Natalie

Discussion: None

Motion 4:0 unanimous

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

Natalie motions to approve the July 2017 expenditures.

Second Motion: Sam

Discussion: None

Motion 4:0 unanimous

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

**Board Training (20 Minutes)** – Schedule Board Retreat

Keeping it local this year. The board retreat will be scheduled for October 13<sup>th</sup> and 14<sup>th</sup>!

**From last board meeting:** Possibilities include Oct 6-8, 13-14, and Dec 1-3.

**Approval for PR to purchase pencils, to hand out at the Applefest Parade for \$174.00** – Price includes 2,400 pencils and labels with LMSS information.

Sam motions to approve PR to purchase pencils for a total of \$174.00.

Second Motion: Kate

Discussion: For future reference PR does not need approval for costs within the approved \$4,000.00 budget.

Motion 4:0 unanimous

**Approval of La Crescent Montessori & STEM School Family Handbook** – \*Included in agenda packet.

Kate motions to approve the LMSS Family Handbook with said changes.

Second Motion: Sam

Discussion: Changing E-Learning verbiage for preK-6<sup>th</sup> grade.

Motion 4:0 unanimous

**Approval of La Crescent Montessori & STEM AP Family Handbook** – \*Included in agenda packet.

Melissa motions to approve the LMSS AP Family Handbook.

Second Motion: Kate

Discussion: None

Motion 4:0 unanimous

**Approval of the LMSS staff handbook** – \*Included in agenda packet.

Melissa motions to approve the LMSS Staff Handbook.

Second Motion: Sam

Discussion: Why is AMS in the handbook? LMSS is using it as a descriptor for the program. The use of time cards was questioned. Tammy clarified it was the law to be filling out time cards for all staff members. The word conference needs to be better defined under the Conference section.

Motion 4:0 unanimous

**Approval for Miss Sam to be absent a pre-service day, Wednesday, August 23, 2017 – Miss Sam is asking to make up the day by staying later the rest of the pre-service week or coming in the following week.**

Natalie motions to approve Miss Sam being absent the Wednesday of pre-service week and making up the 7 hours on Thursday, August 31, 2017 and staying later during the pre-service week.

Second Motion: Kate

Discussion: Sam will check in with Tammy or Stephanie to verify hours were made up.

Motion 3:0 1 abstention: S. Thelemann conflict of interest

**Approval for Miss J to be absent a pre-service day, Thursday, August 24, 2017 – Miss J is asking to make up the day by staying later the rest of the pre-service week or coming in the following week.**

Kate motions to approve Miss J being absent the Thursday of pre-service week and making up the 7 hours Tuesday, August 29, 2017.

Second Motion: Natalie

Discussion: Miss J will check in with Tammy or Stephanie to verify hours were made up.

Motion 3:0 1 abstention M. Johnson conflict of interest.

**Approval for PR to purchase the Midwest Family Broadcasting Classic Hitsmas Ad campaign for a total of \$360.00 –**

Sam motions to approve PR to purchase the Midwest Family Broadcasting Classic Hitsmas Ad campaign for a total of \$360.00.

Second Motion: Melissa

Discussion: None

Motion 4:0 unanimous

**Approval of hire of Zachary Kilpatrick for the secondary mathematics teaching position pending background check and license application –**

Kate motions to approve the hire of Zachary Kilpatrick for the secondary mathematics teaching position pending background check and license application.

Second Motion: Sam

Discussion: What is the plan if it does not work out? Currently Zachary is student teaching. For the current teachers there should be a plan b. The discussion about the three teachers taking on the fourth teacher's role and those teachers getting compensating for it. There would need to be a licensed math teacher teaching math.

Tammy, Stephanie and all other necessary staff members will communicate options for a plan b.

Motion 4:0 unanimous

**Future Business**

**Adjournment-**

Melissa motions to approve adjournment of the board meeting at 4:33 PM.

Second Motion: Natalie

Discussion: None

Motion 4:0

\* Next board meeting date: August 31, 2017 at 3:30 PM.

Need to look into changing because of EI orientation night.

The board meeting will stay August 31, 2017. Miss Sam and Miss Kate will not be in attendance.