

La Crescent Montessori and STEM School
Thursday, October 26, 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: Tara Thompson, Kate Garfin, Sam Thelemann

Absent: Melissa Johnson and Natalie Hafner

Guests: Erin Anderson, Andrew, Heather Murphy, Tammy Stremcha, Stephanie Wehman, and Tami Holtslander

Approval of October 26, 2017 Meeting Agenda – *Included in agenda packet.

Tara motions to approve the October 26, 2017 meeting agenda.

Second Motion: Kate

Discussion: None

Motion 3:0 unanimous

Approval of September 21, 2017 Meeting Minutes – *Included in agenda packet.

Kate motions to approve the September 21, 2017 meeting minutes.

Second Motion: Tara

Discussion: No changes were made

Motion 3:0 unanimous

Community Input:

Heather Murphy- *Proposal included in agenda packet.

What do you view is more beneficial to have a non-teacher majority?

- Helps take away the stress on the teacher since the number of teachers is so small, it is hard for them to be able to take a break from the board.
- Is there a reason you picked a parent versus an extra community member?
 - She feels parents would be more committed to the betterment of the school?
 - We have struggled in the past filling the community member position.
- The board members would like to put this as a discussion on the next board meeting.

Erin Anderson – ACNW

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – The finance committee met 10/10/17. In reviewing the Sept financial statements, the saving account statement did not come in in time for this meeting so interest (\$17.84) was not included in the financials the committee reviewed. That will be updated with the packet sent to the board.

In the Profit and Loss statement the cost in line 101 entitled Equipment and Technology contains the construction costs. This is not a clear representation of these costs. Tammy will break this out specific to the 520-object code for the construction. Statement of Financial Activity by Object lines 54 and 55 show lower costs than expected since we knew we were spending on technology. This money came from the G5 grant and the money is originally put in to one line item, now sitting in Staff Development and will be transferred in to these line items when the budget is revised. This is usual process. The quarterly report was included for review.

In review of the August financials the CC statement for the month was higher than usual. This is due to the purchase of approved technology equipment and furniture needs for the new classrooms. All receipts accounted for.

enrollment is down significantly. We just didn't gain the numbers that we expected, we didn't have drastic loss in Kindergarten. AP has traditionally grown strong but we didn't grow this year as in years past. We also lost at the 8 to 9 transition. We can connect with ISD 300 for co-curricular courses but not extracurricular.

August Profit and Loss is the same as September. Tammy will fix both before sending to the Boar.

Policy (Tammy) – Did not meet. Meeting scheduled for 10/26/17 at 5:15 PM.

Facility (Natalie) – Did not meet.

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

Personnel (Melissa) – Did not meet.

Curriculum (Kate) – Did not meet.

Technology (Taylor) – Did not meet.

Governance (Tammy) – Prepared and hosted board retreat.

Present Business

Smith Schafer and Associates to review the financial audit – Andrew

* 3:50 Melissa entered meeting

Approval of financial audit – *Included in agenda packet.

Tara motion to approve the financial audit.

Second Motion: Sam

Discussion: Why was there red in 2017 for food service? We weren't getting as much money in as we were spending on milk.

Do we need to look into charging for milk? There is almost \$2,100 in the fund for milk, so it doesn't look like a problem at this point.

It wouldn't help our budget to start charging for milk? No

Motion 4:0 unanimous

Reports –

DO (Tammy): I have continued to work on the Annual Report, FY17 financial audit, and the Reauthorization Contract for ACNW.

Epicenter (Tammy): Up-to-date

Head of School (Stephanie): *Professional Development Plan included in agenda packet.

- Speech services are now being provided by Global Teletherapy to students. Technology glitches have been worked out, and all seems to be going smoothly.
- A significant portion of my time this month was spent talking with teachers and looking at learning environments to ensure each level contains appropriate materials (per AMS guidelines.) Materials were ordered to fill holes and to replace worn-out work. The AP team and I met to talk about their needs. The brief discussion led to the conclusion that there's a need to put together a framework for the adolescent program. As that happens, it will determine material requirements. We also concluded that some of the "materials" they need are not necessarily things that we should purchase for the shelves, but rather experiences and connections with opportunities in our community. Transportation is a need.
- I spent a considerable amount of time working with Tammy on the Board Retreat, Annual Report/WBWF Report and ACNW Reauthorization Application. A draft of the strategic plan is in process.
- Zach and I continue to meet weekly, and I have completed several of the observations required by WSU.
- To learn more about environmental education, I began an online training course, Green Schools, by Project Learning Tree.
- Staff is registered to attend the UWL Montessori conference in January.
- I planned to provide some recommendations for the board to consider regarding budgeting for classroom funds. Due to the more significant budget discussion on the agenda, I did not prepare anything at this time.

An approval of Stephanie's Professional Development Plan will be added to the next board meeting.

Review Annual Report – *Included in agenda packet.

Are all necessary items in the report? Formatting, pictures, condensing, and WBWF description of budget.

When is this due? November 1st.

Approval of the annual report will be at the next board meeting.

Discuss Head of School as ex-officio – Erin stated it is very common to have the head of school as ex-officio.

Approval will be added to the next scheduled board meeting.

Discuss the Elimination of Board Committee – The board feels budget/finance would need to stay standing to go over monthly reports.

Approval of Elimination of Board Committees –

Melissa motions to approve the elimination of policy committee with the termination date of October 30th and effective immediately facility, PR/Marketing, personnel, curriculum, and technology, board committees.

Second Motion: Kate

Motion 4:0 unanimous

Review Reauthorization Contract with ACNW – *Options from Tammy and Stephanie for budget included in agenda packet.

What is our fund balance? As of September 30th, \$278,911.00 (this is an unaudited number for management purposes only)

The school has a checking account and a savings account.

Checking= \$59,000.00 (a second disbursement from the state still needs to be disbursed) All expenditures from this account.

Savings= \$72,000.00 Nothing pulls from the savings account. We did pull for the construction this year.

What number would take us down to 25% in our fund balance?

With all said and done, we would be taking a loss of approximately \$123,000.00.

This amount would take of our fund balance to 10%.

Discussion of low teacher to student ratio in AP program

Discussion of the need for a teacher for each subject in order to support our values i.e. rigorous, quality education

Discussion of possibility of part-time employees in AP. However, we risk losing employees and does not seem like an appropriate response to one year of declined enrollment

Board recommendations

- Cancel Montessori conference
- Create two budgets, one with excess aide and one without the excess aide

Recommended plan ideas to not be in this situation for next year.

- Increase enrollment
 - o Possibly have a committee to focus on increasing enrollment
 - o A retention and recruitment plan

The secretary will no longer take items for the agenda after 12:00 PM the Friday prior to board meetings.

Future Business

Adjournment –

Melissa motions to approve adjournment of the board meeting at 5:45 PM.

Second Motion: Kate

Discussion:

Motion 4:0 unanimous

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