

La Crescent Montessori and STEM School
Thursday, November 16, 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, Sam Thelemann, and Natalie Hafner

Absent: Melissa Johnson and Tara Thompson

Guests: Stephanie Wehman, Tami Holtslander, Monica Botwinski, Taylor Gruszka, Zach Kilpatrick, and Tammy Stremcha

Approval of November 16, 2017 Meeting Agenda – *Included in agenda packet.

Kate motions to approve the November 16, 2017 meeting agenda.

Second Motion: Natalie

Discussion: Adding the approval of insurance quotes.

Motion 3:0 unanimous

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

Sam motions to approve the October 26, 2017 meeting minutes.

Second Motion: Kate

Discussion: Fix extra and, and the aid to aide

Motion 3:0 unanimous

Approval of October 30, 2017 Meeting Minutes – *Included in agenda packet.

Kate motions to approve the October 30, 2017 meeting minutes.

Second Motion: Natalie

Discussion: The verbiage for the review reauthorization contract with ACNW was updated.

Motion 3:0 unanimous

Community Input:

Monica – Felt she needs to share her thoughts. What are we doing for our high school population so they are ready and can compete? Could the AP students have a capstone project to have when they graduate? How do we attract this type of students who craves this type of educational experience? What does the community know about us? How are we branded? Why can't we offer AP and college credit courses? Could we offer this to surrounding districts. We currently don't offer sports, could this be what brings in more students. High school needs more support with materials and the process. They

need college workforce preparedness. For a month, the AP students get to prepare them for their futures. This sets us apart from schools, but we need more and to advertise more. College screening, application skills, FAFSA, etc. Where are these services? Monica feels there is a need and a passion to promote. There seems like there are more than we can do.

Kate – as a board member she feels there are all great ideas and she think this may not be on the board level as it would be on the administration level.

Sam – these points are all good things to also make the retention and recruitment committee.

What are we doing to have an exceptional brand/stamp for La Crescent Montessori and STEM School. Where is our advertising? It would be neat to see a new position in the school to handle these new ideas: college applications, FAFSA, college tours, etc. There is a frustration that a committee has to be formed to take further steps.

Tami – Wants us to be aware of ISD 300's census form and all ISD 300 is currently offering. This form is what makes parents feel enrolled and have no other options. No information about our early childhood program is being offered to parents.

Sam – How is this form getting out to the community?

On their website, not sure where else.

These is also great information for the recruitment committee.

Tami – Our school's brochures were at the Community Ed. building for pre-school screening.

As a board – we want the recruitment committee to look into this immediately.

How do we get a hold of the hearing machine?

Viterbo nursing program

Winona nursing program

Sam – has the recruitment and retention committee? We have a couple parents who have stepped up. The topic will be brought up at the staff meeting to possibly get teachers as well.

Board Committee Reports (20 minutes)

Budget/Finance (Tara) – In review of the October 2017 bank statements, the committee confirmed that the check payable Tammy Stremcha was reimbursement for a USB port and docking station and that the check payable to Ashleigh Bartz was reimbursement for classroom supplies. In review of the October 2017 financial statements, Tammy reported that the reports have been revamped to reflect the revised budget that the board approved at the end of Oct. At this time, we are expecting a loss of approx. \$130,000 which will take our fund balance to \$80,000 (this is not cash on hand.) This is something to be aware of regarding our cash flow. Cash flow statement was added to the packet to help make decisions. This will be added to the board packet as well. Tara will add this to the monthly agenda for review by the finance committee.

In discussing the Audit, the finance team received a copy of the updated Sept. statements. This was originally redone because of interest and journal entries from the

audit caused enough change that the committee took a second look to be thorough. Audit is complete, presentation provided to the finance committee meeting and to the board to review the findings. Filings are still in process; due Nov 15 and an extension has been granted. Fiscal compliance table will be due soon and is handled by the auditors. By end of year these items are due to MDE. No concerns about meeting any filing deadlines.

Policy (Tammy) – The final meeting of the Policy (board) committee was held on October 26th at 5:25 pm. The committee reviewed the Board Policy Development and Review Policy to prepare for the implementation of the committee becoming an administrative group. That policy will be provided the board at the December meeting. (I was unable to send it in time to get on the agenda.) In addition, the committee reviewed the need to include sustainability language in our handbooks. Reusable water bottles and glass dishes were examples provided in the minutes which will be shared with the administrative team. It is the opinion of the policy committee that this type of language should be added to our handbooks as it supports our environmental stewardship tenant. It was a pleasure serving as the Chair of the Policy committee, and I would like to thank the board for the opportunity.

How is the admin. committee being formed or is the board policy committee being rolled into the “new” committee? The people that have already expressed showing interest will be welcome to join the committee. An email will also be sent out reminding staff, families, etc. that these committees are open for more people.

Governance (Tammy) – Met on Tuesday, report will be ready for next month’s meeting.

Present Business

***Melissa enters meeting 4:23 PM.**

Reports –

DO (Tammy): Picture Retake day was held and all remaining students and classroom pictures were taken. I attended the regional MACS meeting in Rochester, as well as the Lions Club Peace Poster Awards Ceremony. Our students did a wonderful job and have a very high participation rate! I attended the Leaders Retreat in Sandstone, MN, hosted by ACNW with the rest of the board. Myself and Stephanie met with Brenda and Mike from BKDA to discuss possible opportunities for administrative support in the future. Planning for the Hunger Banquet and Fall Feast are under way. Safety drills continue to be implemented as scheduled. The website has been updated to include no school days on the google calendar, and the annual report. Regular DO duties continue to be complete.

What is BKDA?

Bergen KDV a financial group. They have an ample amount of experience with Charter schools. Stephanie and Tammy sat with Brenda Kes and discussed ways they might be able to help support our school and how to

protect Tammy. It is not a safe place for Tammy to be to be in control of 100% of the school's finance.

Epicenter (Tammy): Nothing is late.

Head of School (Stephanie):

- Conferences are complete and attendance was nearly 100%. Quarter 1 progress reports have been filed.
- Language standards have been added to the whole-school curriculum guide. Educators will continue to work on adding standards for other subjects throughout the year.
- Now that the Annual Report/WBWF report and ACNW Reauthorization Application have been submitted, I have been able to spend much more time out of the office. I have had the opportunity to observe nearly every classroom in the past week. Each observation reminds me of what an amazing opportunity we provide to our students and gets me more excited to fill our building with more students.
 - **Will you be meeting with teachers after you observe them?**
 - **Those are informal observations. After the official observations, she will meet with those teachers.**
- Tammy and I attended the quarterly MACS meeting in Rochester on November 8th. One interesting takeaway from the meeting is that MACS is partnering with a lobbyist to help train small groups of stakeholders at each school how to best take action in support of charter school needs and issues. Interested schools can invite the lobbyist, Peg Larson, to visit the school and train a group. Her optimal group size for this training is five individuals who can then enlist the help of others as needed.
 - **Is LMSS going to invite Peg Larson to visit our school?**
 - **Yes! Kate would love to be one of the five in the group to meet with Peg.**
- The Lions offered vision screening to our preschool students on November 16. I enjoyed learning more about the Lions and the work they are doing in the La Crescent community. They have a youth division (grades 7-12) which may be an opportunity some of our AP students may want to pursue.
- I am working on a template for a school newsletter. Teachers do a wonderful job communicating with families about day to day things so the newsletter would have a different focus. It could be a potential vehicle for helping families know more about environmental education, STEM, Montessori, and offer ideas for how to extend those into the home. It can highlight volunteer efforts as well. Please let me know if you have ideas as to what you'd like to see in the newsletter.
 - **Can we distribute the newsletter other places?**
 - **Yes, just have to look at the budget and talk with PR.**
- I am happy to be able to help coordinate the Hunger Banquet. I think it will be an incredible experience for everyone involved.
- We are in the process of writing a 504 plan for a student. I would like to offer some board training on the 504 process if there is interest.

- **Board wants more training on 504's**
- Invites for the Fall Feast were created and sent to local and state elected officials as well as the police and fire department.
- I am continuing to work on the draft of the strategic plan. It will come to the board in December.

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

Kate motions to approve the September 2017 expenditure.

Second Motion: Sam

Motion 0:4 unanimous

Motion fails – the documents was not available for viewing prior to the meeting.

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

Sam motions to approve the September 2017 Bank Reconciliation.

Second Motion: Melissa

Discussion:

Motion 4:0 unanimous

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

Tammy will look into...

Line item #50 on the financial activity sheet.

Will look further into line item #43 on financial activity sheet.

Will look into why 114 on profit/loss doesn't match #64 on financial activity.

Please bring this revised to the next meeting.

Why haven't we spent Professional development money?

Tammy and Stephanie will tell the board at the next board meeting how much we have for professional development.

Approval of the new Vision Statement – The Vision of La Crescent Montessori & STEM School is to develop self-assured, lifelong learners who are compassionate, globally minded, and empowered to positively impact the world.

Kate motions to approve the new Vision Statement.

Second Motion: Melissa

Discussion: None

Motion 4:0 unanimous

Approval of the revised Mission Statement – The mission of La Crescent Montessori & STEM School is to prepare outstanding Montessori environments with integrated STEM education and rigorous academics, which foster independence, self-assurance, collaboration, and connections to the global community and provide experiences that promote curiosity, inquiry and engagement. LMSS' approach is guided by the principles of AMS Montessori education.

Sam motions to approve the new Mission Statement with said changes.

Second Motion: Natalie

Discussion: change LMSS' to The school.
Motion 4:0 unanimous

Future Business

Adjournment –

Kate motions to approve adjournment of the board meeting at 5:28 PM.

Second Motion: Melissa

Discussion:

Motion 4:0 unanimous

* Next board meeting date: December 14, 2017 at 3:30 PM.