

NE IA MONTESSORI BOARD MEETING

Meeting Date:	Date:February 17,, 2016 Time: 6:30	
AGENDA ITEM	DISCUSSION AND MOTIONS	ACTION/RESPONSIBLE INDIVIDUAL
Board Members Present	Present: Tony, Rachel, Andy, Erika, Jane, and Kristin	
Call to Order	Meeting called to order at 6:32	Quorum Present
Approval of Minutes	January's minutes were approved as written.	
HOS REPORT	<p><u>Taxes:</u></p> <ul style="list-style-type: none"> ● Quarter 4 submitted, All W2s sent out to Montessori employees from 2016 ● Students on payroll and Katie filled out a W-4 for NEIM ● Katie Becker now on payroll and taxes are being taken out, Katie has taken on what Claire M-F 10:30-1 pm and steps in as needed. <p><u>Trainings:</u></p> <p>Montessori Foundations Course 4 week training for Erika, \$2000</p> <ul style="list-style-type: none"> ● Erika's AmeriCorps grant/continuing education will go to this. <p>NAC training, Manchester July 25-29 \$275 cost</p> <ul style="list-style-type: none"> ● Asking the school to front the \$275 <p><u>Incident</u> - February 4th, Thursday</p> <ul style="list-style-type: none"> ● Child Injury not observed by staff. Jane and Erika had a meeting, with the staff members and meeting with the parents. <p><u>Open House</u></p> <ul style="list-style-type: none"> ● Three families stopped by -quality of the conversation was great, board members planned and worked together well to make sure families and kids were always there. <p><u>Kindergarten Meeting</u></p> <ul style="list-style-type: none"> ● Held last Tuesday, great turnout, great questions. <p><u>Work Study Meeting:</u></p> <ul style="list-style-type: none"> ● Erika held a meeting for Luther workers and wrote a personal policy Luther students and have them sign-off on them. All attended ● Kristin - do you want the personal policy for part of the Admin handbook? 	<p>Action Item: Have Erika send Kristin the policy on Professional Expectations and Responsibilities.</p>

	<p><u>Miscellaneous:</u></p> <ul style="list-style-type: none"> ● We have a new student that just joined Children’s House today. We now have 22 students. ● Academic calendar for next year - President and HOS will be meeting to draft and we always follow Decorah Public Schools schedule ● Strategic Plan - let’s keep our eye on it. Keep it our map for our work. It would be good in the coming months to visit the strategic plan. ● Writing contracts for next year is on the docket for next month. ● Erika is undertaking staff evaluation for all three staff, Katie, and a less formal ones for the Luther students. 	<p>Action Item: Erika check on Decorah School.</p> <p>Action Item: Erika will write down time allocation of existing workers so the board can be realistic about contracts/hours.</p>
<p>President’s Report</p>	<p>Handbook Updates</p> <ul style="list-style-type: none"> ● Important that we as a board have a clear idea of what Erika should do. ● Add into the admin handbook a bulleted list of HOS responsibilities, the board should do that. ● Contract does not lay it out specifically what job responsibilities are, so this would be a good idea. <p>Family Handbook</p> <ul style="list-style-type: none"> ● We need to strike a balance between Montessori theory, education, and information for families. Right now, perhaps a bit too heavy on the theory. ● Special Occasions section - most Montessori schools do not celebrate holidays so we need to revisit that. We talk about holidays in a world context. The goal is to not over-commercialize.. There was a whole paragraph on the theory of why we don’t celebrate those things. ● Feeling is that we need to be consistent. <p>Brochure Update:</p> <ul style="list-style-type: none"> ● Andrew Knox Reid gave feedback and it needs to be cleaned up - there is a loose deadline with Chamber of Commerce. 	<p>Action Item: Jane will find head of school responsibilities to put in Admin handbook.</p> <p>Action Item: Jane and Erika will work to clean up handbook, specific regarding holiday.</p> <p>Action Item - Rachel will help Jane, then we’ll send it to Kristin for copy-editing. Single sheet cardstock that is slippery. This will be a blanket brochure. No tuition.</p>

<p>Treasurer's Report</p>	<ul style="list-style-type: none"> ● An amazingly good month. We took in \$5000 more than we spent. ● Conversation about projected summer debt and possible loan arrangements: Decorah B&T will give us a \$20,000 over the summer (1 year payback), we'd have to pay back the bank and \$10,000 Hawk loan. ● Discussion on history of debt for NEIM and ownership models for the building. <p>Hacker and Nelson, Taxes:</p> <ul style="list-style-type: none"> ● Removing tax responsibilities might reduce stress for HOS. ● If we were to hire Hacker and Nelson for the next year, they could do it for \$2000 a year plus the annual filing (\$700) so \$2700/year. <ul style="list-style-type: none"> ○ \$250 up front, \$150 a month. ● Tony, considering this it would be a long-term savings. Little mistakes on the taxes can really cost us on the long run, best to do it right. <p><i>Jane: Motion for Hacker & Nelson to help us with our taxes and payroll (see details from HOS report)</i></p> <p><i>Discussion: clear and compelling</i></p> <p><i>Second: Andy</i></p> <p><i>Motion carries unanimously</i></p> <p>There will be savings in the future years for being tax exempt, we will not have property taxes. If we didn't own the building we'd be paying for property taxes.</p>	<p>Action Item - Kristin re-open building conversation</p> <p>Action item: Kristin will find property taxes from folder and give it to Erika. Then Erika will pay it (due in a few weeks). After we pay these property taxes, we'll be tax exempt for property taxes.</p>
<p>Committee Reports</p>	<p>Women's Clothing Auction</p> <ul style="list-style-type: none"> ● Feb. 20th - getting lots of donations from Fancy Pants, which is closing the consignment section. <p>Summer Programming:</p> <ul style="list-style-type: none"> ● Registrations open and coming in. Montessori families have until March 1st to register. Kristin has a call in to the state for ratios to make sure they are the same. ● Question: are we operating like a licensed center or in-home daycare? ● We will need more staff. 	<p>Action Item: Look into whether we are operating like a licensed center or in-home daycare.</p>
<p>Old Business</p>	<p>Three day Programming:</p> <ul style="list-style-type: none"> ● In-death examination and discussion has led us to not take a vote on this at this time and that programming will remain on 5 day programming. In the future, we'll do broader community gathering and summer programming 	<p>.ACTION ITEM: By some point at mid-March - we'll do a newsletter and we'll do an update from the board in the newsletter. JANE will</p>

	<p>data gathering. The families have appreciated that we are considering it.</p> <p>Tuition:</p> <ul style="list-style-type: none"> ● Kristin’s estimates - everybody pays \$25 more a month. ● Andy, percent feels high 6-7%, especially with Luther increasing by only 1.25%. Should we look at it one more time. Tuition and upcoming contracts go together, perhaps. ● We haven’t done an increase in two years and we don’t want to put people off. ● Need for communication with families. ● Send email from the Board → Tuition and Day a week outcome (see action Item. ● We should do contracts first and then what our methodology is for making decisions. We should talk to Andrew Bailey. <p>E1 Option Results:</p> <ul style="list-style-type: none"> ● Lots of variation across the board. In the past, most interest came from KinderHaus and homeschool. ● If we offered an extended curriculum and we’d have easier decisions about Kindergarten. It would be a win-win. There is really a want for that. Let’s keep it on our radar. ● Had a parent at the Kindergarten families say they were super interested → we need to keep looking into possible locations. <p>Evaluations for HOS/Staff:</p> <ul style="list-style-type: none"> ● Jane will be at school Friday. She sent each of us a copy of the form she will use. We’ll go into a closed session. Two administrators look at it and gave it a thumbs up. <p>Joel Zook - Light Grant Update</p> <ul style="list-style-type: none"> ● Joel wrote us the Depot Grant and Kristin is going to convert it to the WalMart one. So we’ll save Depot for later. 	<p>do that and be in touch and can run it passed Rachel.</p> <p>Action Item: We’ll table the vote on tuition and crunch numbers. We’ll act and then communicate with families.</p>
<p>New Business</p>	<p>Snow Day Policy:</p> <ul style="list-style-type: none"> ● We’ve always followed Decorah Public Schools. ● We have a teacher that drives a fair distance so it makes it hard. ● This is a good opportunity to use informal networks and help families connect with other families. 	<p>ACTION - MidFall action item - reach out to families to about snow-day arrangements. Presnow email.</p>

	<ul style="list-style-type: none"> ● Do this conversation at orientation. <p>2016-2017 Contracts:</p> <ul style="list-style-type: none"> ● March 10th, 7:00 pm, preliminary budget meeting. ● March 15 - We'll have the budget meeting ● Erika - the most time sensitive issue is the tuition. If we have our conversation about tuition then we can push back budget. <p>Action Item for Next Meeting:</p> <ul style="list-style-type: none"> ● Board Recruitment ● Lead Guide. 	<p>ACTION ITEM: ANDY will get a room at Luther for us. We'll pick a final date in the first week of April.</p>
<p>NEXT MEETING:</p>	<p>Adjourn Next meeting, March 10, March 15</p>	