

NEIM Board Meeting - February 7, 2017

Minutes prepared by Jay Raabe, NEIM Secretary

Meeting called to order at 6:48 pm

Present: Jane Busch, Kristin Propson, Ryan Torkelson, Jay Raabe, Rachel Brummel, Ann Schaufenbuel, Tony Mutsune

Approval of Minutes: December 2016 and January 2017 minutes are approved.

HOS Report:

- **Maternity Sub** - still need replacement, needs to be a certified teacher, talk of hiring executive assistant for Ann and she would be replacement teacher

Action Item: Kristin will run ads in local papers and Decorah Now for position

- **New Student** - Ezra Harman-Wood will be joining
- **Open House** - Arwen will be here to assist
- **IGD's screening** - testing is going well
- **Preschool Director's Meeting** -
- **Alliant Energy** - we have been solicited to do energy audit, Kristin reports that we have done this already
- **Chamber Carnival** - Event Feb. 24th 5:30 - 8pm
- **Staff update** - Luther student is doing after-school cleaning a few lunch/after-school supervision sessions a week, still using Claire for lunch and we are spread thin, position needs to be filled for daily 10:30am-1pm

Action Item: Kristin will run ads in local papers and Decorah Now for position

- **Waitlist registration** - we have a few families on the waitlist and need to determine date to offer positions, Kristin proposes a small committee (Kristin, Ann, Rachel, Ann) to standardize the handbook and website information before Open House Feb 11

Action Item: Kristin will draft language and share with committee

- **Snow Days** - there have been 3 days of school missed and the additional day is made up on Feb 20

President's Report:

- Rachel met with Christine about next year, she will be staying, she needs staff to arrive on time, tables need adjustment, latchkey area(s) should be established, discussed that June 2019 may be the end of her tenure
- **Latchkey Pricing** - the number of kids and variables are stressful for the HOS
- Potluck was a success, many families, including two new students', attended at Luther

Treasurer's Report:

- Taxes - Hacker and Nelson is running payroll
- Other - payroll submitted by Ann each month, Kristin is tracking tuition and after school

payments

Committee Reports:

- Internal - Tony submitted parameters for scholarship developments
- External -
 - Rachel makes motion: Jane and Rachel will contact Searcys about Driftless Trail Run contract, no funding from school will be provided, separate bank account, establish profit/percentage scale in contract, and mandatory final audit of receipts by Montessori Board before approval: Tony seconds, motion passes

Action Item: Jane and Rachel will contact the Searcy's about contract, Kristin will contact Decorah Bank and Trust

- Secure Facility Project: begin fundraising on new doors, finding secure location and review wording
- April Garage Sale: start donations, need drop area

Old Business:

- Closed Session - discussion of student family tuition debt

New Business:

- Contract development - May deadline, additional meeting (in addition to monthly) on April 4, meet at Luther

Action Item: Tony will secure meeting location in a Luther classroom for projector display and discussion

- Ryan presented "Initial Budget Conversation" to begin FY 2017-18 estimate process, tuition increase is expected
- Board meeting protocol, earlier document dispersal: minutes by end of first week, documents by Friday before meeting

Adjourned at 8:55 pm

Next meeting is March 15th