



Creekstone Montessori School (CMS) Board of Directors

Regular Meeting Minutes

Monday, February 27, 2023, 6:00pm-8:00pm (CDT)

Hybrid Style Meeting

In-Person Joining Info

Creekstone Montessori School
5225 US Hwy 61 Suite 3, Cottage #4
Red Wing, MN 55066

Virtual ZOOM Meeting Joining Info

Video Call Link:

<https://us06web.zoom.us/j/82315060128?pwd=eUMyQmlsZTBla3NWdGJacEF4OXNCUT09>

Meeting ID: 823 1506 0128

Passcode: 774410

Or dial: (US) +1 305 224 1968, 82315060128#, 774410#

Item No.	Item, Conveyor(s), Description
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I.	Call to Order <i>Elissa Behnke, Chair</i>
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Welcome - 6:03pm

Establish Quorum

- Elissa, Ron, Perry, Dave Conrad, Beth, Ted, Sheena
- Dave Peterson, Danielle, Kelsie

Pledge of Allegiance

Mission Statement

Approval of Meeting Agenda

- Perry moves to approve agenda as presented and amended; Ron 2nds; passes 6-0

II.	Public Comments
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Open - none received prior to the meeting

III.	Consent Agenda <i>Elissa Behnke, Chair</i>
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Consent Agenda:

CMS 01.16.23 Regular Meeting Minutes

CMS 01.23.23 Special Meeting Minutes

- Ron moves to approve the Consent Agenda; 2nd by Perry; passes 6-0

IV.	Board Policy Review and Adoption <i>Beth Borgen, Director</i>
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1st Reading:

534 - Student Meals

2nd Reading and Adoption:

V. Business of the Board

Finance *Ted LaFrance, Treasurer; Sam O'Brien, EdFinMN; David Conrad, Interim Executive Director*

Finance Update - *see Creekstone FS January Check Register Supplementals*

- Discussed implications of adding students to the student body
- Discussed implications of inflation
- Dec and Jan financial statements show we're tracking well

Beth motions to accept the finance statements, dated January 31, 2023, as presented. Perry 2nds; passes 6-0

Interim Executive Director Report & Updates *David Conrad, Interim Executive Director*

- *See Director's Report*
- Safety walk-through next week with Tony Rozema, Training Coordinator for the RW Police Dept
- Ron has the idea of asking SE Tech College if we could partner with them for some health service support

Enrollment Update *Kelsie Kuyath, Director of Compliance & Administrative Services*

- *See Enrollment Report Feb 27*
- Change in notes: down one 5th grader as of last Friday
- Currently have 41 applications k-7 and 15 preschool applications (for 9 spots)

Student Academic Achievement Report *Danielle Mandelkow, Special Education Coordinator*

- *See Academic Updates Feb 27*
- 91% return rate on 1st Flexible Learning Day
- TJ suggests a parent night to help familiarize parents with the FastBridge testing, especially as it relates to a Montessori setting

HR & Personnel *Beth Borgen, Director; Ron Ward, Director; David Conrad, Interim Executive Director*
Executive Director Position

Perry motions to approve Executive Director Position Description as presented with proposed amendments discussed. Ted 2nds; passes 6-0

- Ron suggest adding verbiage: Has completed coursework INCLUDING finance; discussion ensues

Note: Sheena had to leave the meeting at 7:38 pm

Ron motions to approve Executive Director Hiring Process as presented. Beth 2nds; passes 5-0.

- Ted asks about the date window; discussion ensues

Executive Director Job Ed Post presented in writing. HR committee will review further and update with input from Dave.

VI. Board Committees *Board Directors*

Updates & Discussion

-2023-2024 Annual School Calendar Development: see Exec Director report

-Budget Development: see notes under finance committee

-Exploration of 2023 Summer Programming: consists of bd member, parent, teacher, sped director.

Previous tenant offered summer services. Survey of staff interest in working.

VII. Other Business *Elissa Behnke, Chair*

Updates

Discussion

VIII. Authorizer *MOChA*

Updates: site visit to be scheduled for April 12, Dave and Dave will coordinate

Comments

IX. Adjournment *Board; Sheena Tisland, Secretary*

Recap Action Items

- Support parent information evening to discuss FastBridge testing results
- Ongoing meetings of calendar, facilities, budget, and summer programming committees
- HR committee will connect soon to move forward with hiring of Exec Director

Next Meeting Date(s)

-Regular Meeting March 20, 2023

Motion to adjourn by Perry, second by Ted. Adjournment at 8:16 pm.
