



Creekstone Montessori School (CMS) Board of Directors

Special Meeting Minutes

Friday, June 23, 2023, 8:30 a.m. - 9:00 a.m. (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 Joining Info

Video call link:

<https://us06web.zoom.us/j/85780820605?pwd=M2RMU0RqY1drU1NnR2VRSEtHcXVyUT09>

Meeting ID: 857 8082 0605

Passcode: 016258

Or dial: **(US) +1 646 931 3860, 85780820605#, 016258#**

Item No.	Item, Conveyor(s), Description
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I. Call to Order *Elissa Behnke, Chair*

- Welcome 8:54am
- Establish Quorum -
 - Dave C, Ted, Beth, Sheena, Elissa, Perry (virtually), Rob (absent)
 - Also in attendance: Daniel M, Kelsie K, Becky (new HoS)
- Approval of Meeting Agenda
 - Beth motions; Ted 2nds; motion passes 5-0

II. Board Policy Review and Adoption *Beth Borgen, Director*

1st Reading:

N/A

2nd Reading and Adoption:

722 - Public Data and Subject Data Requests

- Motion by Beth; 2nd by Sheena; motion carries 5-0

704 - Preschool Tuition Scholarship (Revision)

- Motion by Beth; 2nd by Ted; motion carries 5-0

III. Business of the Board

Finance Ted LaFrance, Treasurer; Joseph Sovine, EdFinMN Financial Business Partner; Dave Conrad, Interim Executive Director

Finance Update

- *May Financial Statements and Check Register dated May 31, 2023*
- *Revised FY23 School Budget dated June 20, 2023*
- *FY24 School Budget dated June 20, 2023 (same document as listed directly above)*
- *2023-2024 LSS/Creekstone lease agreement*

- Good to keep 2 payrolls in the bank as well as enough to pay contracted staff
- Our cash balance is low—keeping an eye on it. Most schools run into a “cash flow crunch” at the end of the year.
- Dave paid off some vendors this week which is why the balance is low
- We operate our school at full tilt but we don’t get our funding from the state until the fall (Ted)
 - This will be less of an issue next year as we’ll be working with the funding we’ll get
- There is potential for carry-over from CSP Imp 1 into Imp 2.

Motion to accept May Financial Statements and Check Register dated May 31, 2023.

- Beth moves; Ted seconds; motions passes 5-0

Motion to approve Revised FY23 School Budget dated May 31, 2023.

- Ted moves; Beth seconds; motions passes 5-0

Motion to adopt FY24 School Budget dated June 20, 2023.

- Sheena moves; Ted seconds; motions passes 5-0
 - Salary, benefits, and lease are the most expensive items
 - Pretty much a “break even” projection
 - We want to hit 20% by year 5
 - This projection does NOT include the 20K Library Grant
 - This budget accounts for 2 more special ed positions
 - This budget accounts for a secretarial position and a specialist position (which would allow for more prep for teachers)

Motion to approve 2023-2024 LSS/Creekstone lease agreement.

- Beth moves; Ted seconds; motions passes 5-0

Administrative Report & Updates Kelsie Kuyath, Director of Compliance & Administrative Services; Danielle Mandelkow, Special Education Coordinator; David Conrad, Interim Executive Director

Enrollment Update

- [2023-24 Student Enrollment Numbers, Updated 6-20-23.pdf](#)

2023-2024 Creekstone Annual Calendar

Motion to approve 2023-2024 Creekstone Annual School Calendar as presented with the amendment on

May 31 being a half day for students and a full day for staff

- Perry moves; Perry seconds; motions carries 5-0
-RWPS Elementary Schools New Start & End Times Discussion

IV. Adjournment *Elissa Behnke, Chair*

Working Board Session to immediately follow - 9:00 - 11:00 a.m.

Next Regular Board Meeting - July 17, 2023 @ 6pm

- Motion to adjourn by Beth; Sheena seconds
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Dave has to log in first