



Creekstone Montessori School (CMS) Board of Directors

Special Meeting Minutes

Monday, May 22, 2023, 5:00 p.m. (CDT)

Virtual ZOOM Joining Info

Video call link:

<https://us06web.zoom.us/j/84712744359?pwd=Ym90TUhxK1RVNndIU2E5Q0dBNUN4QT09>

Meeting ID: 847 1274 4359

Passcode: 614588

Or dial: **(US) +1 312 626 6799, 84712744359#, 614588#**

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

- Welcome
- Establish Quorum - Elissa, Sheena, Perry, Ted, Beth, Dave C, Ron;
 - also Kelsie, Danielle, Dave P
- Approval of Meeting Agenda
 - Motion to approve meeting minutes as presented
 - Beth seconds with an amendment to add item New Hires
 - Motion carries 6-0

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

1st Reading:

- 722 - Public Data and Subject Data Requests
- 704 - Preschool Tuition Scholarship (Revision)

2nd Reading and Adoption:

- N/A
- Changes, in the form of the removal of MSBA references, were made to the following policies: 530, 534, 601, 602, 604, 608, 609, 610, 612.1, 614, 616, 619, 701.1, 702, 703, 707, 708, 709, 710, 735, 801, 806, 807, and 809
- Beth motions to approve adoption; Perry 2nds; motion carries 6-0

III. Business of the Board

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

Finance Update

- The fund balance is healthier than expected (currently at about 8%; striving for 20%)
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by year 5)

- 2% increase for all staff
- Motion to accept finance statements dated April 31, 2023 and Budget Projections dated May 19, 2023 as received via email.
 - Motion by Beth; 2nd by Ted; motion carries 6-0

Enrollment

- Finance Committee recommendation to adjust maximum enrollment capacity for the following grades:
 - Grade 4 - add 2 students
 - Grade 5 - add 2 students
 - Grade 6 - add 2 students
 - (bringing maximum enrollment from 8 students to 10 students in each of those grade levels).
- Motion to adjust maximum enrollment capacity from 8 students to 10 students in the Grades 4, 5, and 6.
 - Ron moves; Beth 2nds; motion carries 6-0

2023-2024 Annual Calendar

- Motion to approve 2023-2024 Annual School Calendar as presented.
 - Change all holidays to "Holiday"
 - Possible change of Nov 1 & May 1 to fit RWPS transportation (move from Wed to Fri)
 - Need to see total days for student contact, PD days, workdays, & total days
 - Creekstone will start prior to Labor Day, unlike RWPS, thus no transportation
 - In agreement with calendar
 - Perry moves; Beth 2nds;
 - Motion added to table the calendar: motion carries 5-0

Executive Director / Head of School Position

- Motion to add an agenda item to offer the position of Head of School/Executive Director to Dr. Gerdes.
- Motion to accept the hiring as presented for the 2023-24 school year
 - Beth moves; Ron 2nds; motion carries 5-0

IV. Adjournment *Elissa Behnke, Chair*

Next Regular Board Meeting scheduled for June 19, 2022.

- Motion to adjourn
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