St. John’s School Board Meeting

March 2, 2020

Present: Bethany Hardy, Linnea Kment, Makayla Wahlberg, Cindy Johnson

Meeting opened with prayer at 6:30 pm by Pastor Linnea Kment.

**REPORTS**

Secretary report – Cindy

MMSC to accept minutes from February 4, 2020 made by Bethany Hardy and seconded by Linnea Kment

Thank you report- Linnea will send to donor of Cricket if donation comes to fruition.

Council report – Bethany

 - Offering Envelopes-excess of envelopes not picked up yet maybe from inaccurate record keeping. Mary Welty will come in to train Rachel.

 - Plowing – Sunrise All Season Services has been hired and is doing good job.

 - MN Adult and Teen Challenge appreciated juice only communion.

 - Community Event will be Saturday, July 18. Flea Market as proposed by Kim Schmidt and Linda Dilts will be May 2.

 - Nursery designated as preschool/LAP director office. Motion put forth and passed with intent for LAP to decorate and modify to meet needs of school with possibility to be used for other church activities.

 - Neglected to mention potential to use Fireside room as a nursery.

**Teacher report** – Nothing to report per Makayla

**Director Report** – Makayla

- No word from DHS regarding inspection. Makayla will reach out make sure didn’t miss notification.

 - Working on Parent Aware grant

 -Tour for new family scheduled for next week.

**Treasurer report** – Lisa will email when available and address any concerns via email.

**BUSINESS**

1. Enrollment Update MWF = 6 and TTh = 5 (1 registered for all days, 3 returning families). Procare has proven to be not user friendly. Makayla and Lisa spend a lot of time on the phone with Procare to correct issues. Makayla ends up having to register students.

**MMSC** to discontinue use of Procare upon verifying LAP not under contract and move to more user friendly method to be maintained by Director made by Cindy Johnson and seconded by Bethany Hardy.

1. Fellowship March 15, same day as students singing. Treats need to be at church by 8:45. Cindy will send out reminder email for those not present to sign up for an item
	1. Meat-Bethany
	2. Crackers-Linnea
	3. Cheese-Cindy
	4. Juice-Makayla
2. Open House will be May 14, 5:00-7:00
3. Orientation – discussed if should have in August or 1st day of school. Decided sometime in August would be best, but not in conjunction with VBS.
4. Community Event is July 18, Lisa will chair this
5. Policies
	1. 401 Employee Manual (previously Policies & Procedures for Staff) -2nd Reading

**MMSC** to accept 401 as presented and rename made by Linnea Kment and seconded by Cindy Johnson.

* 1. 404 Employee Hiring -2nd Reading

**MMSC** to accept 404 as presented by Cindy Johnson and seconded by Bethany Hardy.

* 1. 104 Board Membership - Revision

**MMSC** to accept 104 as presented by Linnea Kment and seconded by Cindy Johnson.

* 1. 201 Director Job Description - Revision

**MMSC** to accept 201 as presented by Bethany Hardy and seconded by Linnea Kment.

* 1. 202 Teacher Job Description - Revision

**MMSC** to accept 202 as presented by Bethany Hardy and seconded by Linnea Kment.

* 1. 203 Teacher’s Aide Job Description - Revision

**MMSC** to accept 203 as presented by Bethany Hardy and seconded by Linnea Kment.

Next Meeting Monday, April 6 at 6:30

Meeting adjourned at 7:40 with Lord’s Prayer.

Respectfully submitted by Cindy Johnson