

Laramie Montessori Board of Trustees
Regular Board Meeting – Minutes
Location: Laramie Montessori Charter School
Laramie, Wyoming

August 31, 2023
6:30 PM

- I. Opening (6:30 PM)
- Mission Statement: “The Mission of Laramie Montessori School is to support the development of the whole child through an authentic Montessori environment that honors the child’s intrinsic motivation to learn and supports each individual’s unique intellectual, physical, social and emotional development.”
- A. 15 Second Montessori Moments:
- Carter: Noticed since Charlie has been back at school he wants to be more independent. Wondering why he wasn’t in school all summer.
 - Jeff: Quite a few young ones are nervous and loves seeing the older kids comfort the young kids take on the responsibility.
- B. Roll Call:
- All Present (Emily, Carter, Megan, Rich, Shawn, Amy)
- C. Approval of Agenda:
- Amendment: Megan Hawkins proposed adding Megan Hayes to the agenda.
 - Carter moved, Shawn seconded – unanimous approval with the amendment.
- D. Signing of Conflict-of-Interest Statements
- All board members signed conflict of interest statements
- II. Minutes
- A. Approval of July Minutes:
- Megan moved, Rich seconded – unanimous approval.
- III. Audience Communication I
- A. Kayleigh, Upper Elementary Teacher, MECR Training Discussion
- Kayleigh gave a Presentation about a project she did at MECR
 - She made a website about “Making Montessori” including topics like The Universe, Philosophy, Math, Biology, and Chemistry.
 - <https://kschilousky.wixsite.com/making-montessori>
- B. Megan Hayes: Governance 101
- Board Overview
 1. Officers: President, Vice President, Treasurer, Secretary
 2. Regular Monthly Meetings
 3. Board and Directory Attendance Required
 4. Majority of Board Members Constitutes Quorum
 - Other Topics Included
 1. Conflict of Interest
 2. Decision Making
 3. Fiduciary Obligations

4. Fiscal Responsibilities
5. Record Keeping
6. Open Meeting Exceptions
7. Meeting Management (Robert's Rules of Order)
8. Employment
9. Charter School Law and Renewal Contract

C. Teacher Representative

- Heidi
 1. School started!
 2. Going to attempt to have a school book fair
 3. Girl scouts visited with with STEM van
 4. Andrea Gabathuler (Lower Elementary) is excited that the Montessori teaches STEM and offered to help
 5. UW is having a STEM Carnival and the school is planning to attend

D. PTO Updates

- No PTO Update

E. Open Communication

- Kayleigh (Upper Elementary): Rowdy group of boys, but they are doing really well. Expected the 4th graders to come in and be the crazy ones, but they are leaders in the class and excited to learn.

IV. Monthly Financial Report

A. Financial Statements

- Norman:
 1. Negative number in the preschool because of an adjustment that is going to balance out of the year due to an accounts receivable that got moved into the previous year.
 2. Over the next 2-3 months, accounts will accumulate rapidly at the beginning because of one-time payments like the insurance policy, audit, and school supplies.
 3. Can expect an adjusted budget in September.
- Jeff:
 1. School counselor Lindsay has many different components to her contract.
 - a. She works for the District as a counselor for Special Ed students.
 - b. The Montessori school pays for a couple additional days for her to be here at the school.
 - c. ESSER funds
 - i. The ESSER 3 funds were approved by the district but the staff who approved are no longer employed with them. These funds may not be approved.
- Approval:
 1. Carter motions, Megan seconded. No additional discussion, unanimous pass.

B. Budget Discussion

- No budget discussion this month

V. Reports:

A. Director's Report

- Kayti and Jeff attended WAVE Conference at UW in early August
- MECR Training
 1. Teachers really enjoyed the training.
 2. Submitted paperwork for training and teachers will get credit for that.
 3. Rich really enjoyed the training and felt it was a great team-building experience.
- PD Days
 1. Positive Discipline Training
 - a. Kayti, Janelle, Makenna, and Lindsey put on
 - b. Want to get parents and community involved
 2. Safety Training
 - a. Officer from LPD talked to staff about safety at schools
 - b. Some areas for improvement
 3. Phonics in Literacy Training
 - a. State Law goes into effect for 1st through 3rd Grade
- First Day of School
 1. No major problems
 2. Only one student did not show because the family moved
 3. Another student signed up yesterday
- Website
 1. Makenna revamping the website at no cost to the school
- Fall Title Night
 1. Thursday, September 7th at 5:30 PM
- Strategic Plan
 1. Though a long leadership team meeting, staff agreed it was very productive.
 2. Multiple staff want to coordinate activities on the strategic plan.
 3. Jeff will provide dates and who is responsible for various activities
- Classroom Observations
 1. Classroom visits open to parents, community and board members
 2. Amy asked if there is a schedule for observations. Jeff responded that he does have a schedule that starts later in the semester.
 3. Amy also asked if a school principal from Taiwan could visit the title night and also do some classroom observations.

B. Committee Reports

- Facilities Committee
 1. Facilities met to better understand options going forward with the goal of being nimble if the right opportunity comes up.

2. New construction is difficult in the state with the budget and there are other schools ahead of the Montessori.
 3. Received some good advice on how Snowy Range got their loan to expand into Dollar Tree.
 4. Jeff reached out both Wyoming and National Montessori contacts regarding design and funding for schools.
 5. Carter met with Karlee Provenza to discuss capital expenditures and understand the funding process better.
 6. Shawn suggested partnering with Architectural Engineering students for design projects.
- Accountability Committee
 1. Jeff received the WY-TOPP scores for the prior school year, but he is unable to discuss them until they are released.
 2. Once the results are released it would be good to have an accountability committee meeting and present the data to the board.
- C. Old Business
- Approve Handbook for SY 23-24
 1. Two handbooks: Parent Student Handbook and Personnel Handbook
 2. No major changes in the Parent Student Handbook. In the Personnel Handbook, the date for paying staff has been moved from the last Friday of the month to the 4th Friday of the month.
 3. Emily noticed that Rich and Shawn were listed as “Secretary” on the Board of Trustees contact list. It should just be Rich. She also recommended that both Shawn and Amy use dedicated email addresses.
 4. Approval: Megan moves, Carter seconded. No discussion. Unanimous approval.
- D. New Business
- Friends of Laramie Montessori will be joining the September meetings
 - The board would like to continue to have staff presentations; according to Jeff, the staff is interested.
 - Kayleigh would like to speak with the board in Executive Session about her MECR experience.
- E. Audience Communication II
- No audience communication
- F. Adjourn (8:40 PM)
- Shawn moves, Carter seconds.