

Laramie Montessori Board of Trustees
Regular Board Meeting Agenda
Location WY Community Foundation 1472 N. 5th St.
Laramie, WY 82072
July 28, 2022
6:30 PM

I. Opening (6:30)

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 - Norman offered an example of montessori moments by describing the peace rose as conflict resolution
- B. Roll Call - Missing: Amy Roberts, all other members present
- C. Approval of Agenda
 - a. Agenda change - no minutes from June meeting to approve, tabled until August meeting.
 - b. Added appointment of officers to New Business. ,
 - c. Megan moved to strike approval of minutes and add appointment of officers from the July meeting agenda. Rich seconded. Passed unanimously.

II. Minutes

- A. Approval of Minutes, Board Meeting, June 23, 2022 - stricken, will take up in August

III. Audience Communication

- A. Teacher Representative - no teachers present, integrated updates into director's report - presented by Jeff
- B. Open communication - no community members present

IV. Monthly Financial Report

- A. Review June 2022 Financial Report - Norman described the financial review process and June report. Megan described the budgeting process and board's role in financials at the school. Norman walked new board members through the financial report and specific line items. Megan questioned fundraising income - 2022 - looks like we raised less than was spent in fundraising expenses. Revisit and clarify. There is nothing to approve at this month's meeting.

V. Reports

- A. Director's Report: enrollment summary, full in primary with a waitlist, the upper grades have either one or two spots available. Proposed a discussion at future meeting - would we ever increase student caps on classes. Director described classroom movement around building to accommodate students. Summer school update: closed for COVID in July, desire to continue offering services in the future. Happy with student numbers, engaged teachers. Last field trip: incident with pre-schooler and parent (potentially noncustodial), all appropriate protocols followed and appropriate parties notified. Construction update - three concurrent projects at this point in time. Balancing construction and summer school programming impacts summer program. Installation of security cameras - working with the church to secure cameras for LMCS.

Looking for solutions to secure front entrance, exploring a buzzer system similar other schools in district. Moving climbing wall outside. Getting a new garden shed before school starts. Jeff returns for the school year first of August.

- B. Committee Reports: Finance Committee (Overview of LMCS Finances, budgets) folded into monthly financial report. Payroll reimbursements bigger than anticipated - budget will be tight until school is reimbursed by fiscal year payments. If there is a concern about digging into savings until we get reimbursed, Norman and Megan will communicate with the board as expenses go out in coming weeks.

VI. New Business

- A. Set Board Calendar - The Laramie Montessori Board of Directors will meet the 4th thursday of the month 6:30pm: August 25, September 22, October 27, November 16, December 14, January 26th, February 23, March 23, April 27, May25, June 22.
- B. Major maintenance funding and summer lease payments - Megan Hays presented the current state of LMCS lease payments and how the school receives funding from the state. Currently, LMCS is in a holdover position, under the old lease on a month to month basis until the state approves 22-23 school year moneys. School income is from Wyoming Department of Education and the State Construction Department. Approximately $\frac{2}{3}$ is rent and major maintenance. Rent is coming from our savings until the state can pay for rental services. Megan advised that the school pay major maintenance and rent payment out of the current major maintenance account (sitting unused as a restricted account) to the church. Should any concern come up we will have representation for the appropriate use of major maintenance funding. LMCS is in a unique situation because we are the only ones who is in a school that is not owned by a district and is in conversation with the state about a strategy moving forward. Shawn moved to use the restricted major maintenance funds for the portion of the rent payment to the church that reflects major maintenance and rent until the lease is executed. Rich seconded the motion. Passed unanimously.
- C. Officer Appointment:
 - i. Board chair - Megan nominated Emily, Rich seconded - no discussion Emily approved,
 - ii. Vice Chair - Rich self nominated, Emily seconded - no discussion Rich approved
 - iii. Treasurer - Emily nominated Megan, Shawn seconded - no discussion Megan approved
 - iv. Secretary (interim) - Emily nominated Shawn, Megan seconded - no discussion Shawn approved.
 - v. At large member will be Amy
 - vi. We are one parent board member down, Jeff mentioned reaching out to Elise Crater and Katie Walton about participating as additional board members. Emily will follow up.
- D. Board Goals for 2022-2023: Suggested to table board goals - in lieu of a work session in the near future. Emily will send a doodle poll to establish a date and time to work on the strategic plan.
- E. Strategic Planning – Y1 Work Plan Suggested to table strategic planning - in lieu of a work session, see above.
- F. Appointment of Standing Committee Chairs are as follows for the school year:
 - i. Emily Vercoe Resource Development, Facilities
 - ii. Rich Miles Accountability, Policy & Planning
 - iii. Megan Hawken Finance
 - iv. Shawn Bunning Resource Development, Facilities, (Finance)
 - v. Amy Roberts Accountability, Policy & Planning

- vi. Jeff Verosky ALL
- vii. The Nominating Committee will be lead by Jana Heisler-White.

VII. Audience Communication II - no audience members were present

VII. Adjourn - Megan moved to adjourn, Rich seconded - unanimously approved

Minutes respectfully submitted by Emily Vercoe - board chair on 8.1.22

ESV