

**Laramie Montessori Board of Trustees**  
**Regular Board Meeting Agenda**  
**Location: Laramie Montessori Charter School**

**Zoom:** <https://acsd1-org.zoom.us/j/93428794994?pwd=enY0cjE5M3FLaWJDQlJtbHRXdjV0dz09>

**October 27, 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:
  - a. Heidi told a story of her grandkids and how those that attend Montessori help the others learn to and clean up after themselves.
- B. Roll call: Shawn Bunning missing, all other members present.
- C. Approval of Agenda: Added PTO update, approved with modification by Rich Miles, seconded by Megan Hawken, approved unanimously.

II. Minutes

- A. Approval of September Minutes: discussion, change signing authority for director amount in budget discussion \$2000 to \$2500. Minutes approved with modification by Megan Hawken, seconded by Rich Miles, approved unanimously.

III. Audience Communication

- A. Teacher Representative – Ms. Heidi
  - i. Parent teacher conference feedback has been overwhelmingly positive. Parents pleased with how school is going and how their kids are settling into the year.
  - ii. This week is spirit week – kids encouraged to participate.
  - iii. MECR conference in September, teachers had a great time and are planning for changes that better bridge Montessori and title as well as Montessori and math. Teachers received new classroom materials, participated in lesson planning and prep workshops, and relearned importance of follow up. Staff take-aways were pretty amazing. Jeff: academic benefits and good for lead teacher staff/title/SPED to build relationships outside school. It offered a great chance to build community among staff.
- B. Open communication – no community members present

IV. Monthly Financial Report

- A. September financial statements – all financials modified to correctly reflect current state of spending. This year, we did not create a line for professional development, we're pulling funds from other lines to support the investment in teachers.
- B. Budget discussion – In the future, we will add a teacher professional development line back to the budget. Currently, LMCS needs to purchase a new laminator that wasn't budgeted for. Also, the business manager's computer died and LMCS needed to purchase a new machine and appropriate software. This was also not anticipated in the budget, in total about \$3000 extra expenses will hit the books in the coming weeks. The

budget was approved as written by Rich Miles, seconded by Megan Hawken, and approved unanimously.

V. Reports

- A. Director's Report – there are still 4 spots open in primary and the rest of the classes are at capacity.
- i. Reviewed personal and strategic plan goals. Happy to see school getting back to pre-COVID types of interactions in and out of school.
  - ii. Hired two new staff, one is new title staff member who was a candidate for the upper elementary assistant teacher position. The second is an ELL teacher. This new staff is still a student at UW, LMCS is working on an emergency certificate to get the educator in the classroom. It was suggested that Jeff look into district opportunities for substitute certification to speed things up.
  - iii. Received United Way grants toward preschool supplies.
  - iv. Received BCBS caring foundation grant thanks to Ms. Lindsay. Funds will go toward staff training in positive discipline – early childhood, in the classroom, and for families. Will purchase materials for library at each category. Trained staff to work with families and other staff members.
  - v. Thermostats not working, still trying to get the connection to the boiler fixed
  - vi. Security camera installation will begin the week after thanksgiving. Wiring first, cameras will be internal/external. Jeff will choose who will receive training to capture camera feeds

B. PTO report

- i. Fall festival scheduled for November 4<sup>th</sup>. Parents eager to help, volunteers are lopsided, all help is coming from primary and lower elementary parents. Missing the upper elementary family contingent, who could provide ideas around activities that are relevant for older kids.
- ii. Outside work party had great turnout and big accomplishments in the playground and climbing cave – will do another cleanup in the spring.
- iii. Starting to plan teacher appreciation gifts for holidays.
- iv. Jeff appreciates support Leslie's put in, staff is really excited to have PTO and support. Will convey ideas from staff to engage teachers.

C. Finance:

- i. Based on September vote to increase director's signing authority, we found the policy in the LMCS Fiscal Policies and Procedures document from 2011. Finance committee will update the document to reflect discussion. Document will also be reviewed for any other necessary changes.

D. Development – exploring funding opportunities to support afterschool program and general operations. Norman proposed the development committee consider the following:

- i. Become a united way agency and request unrestricted funds to cover the pre-school assistant teacher's salary. This would require LMCS to be responsible for raising some funds. In exchange for becoming an agency, consider exploring ways to give back to the community, i.e. freezing

- preschool tuition for a set number of years. Resource development committee will discuss next steps in the coming month
- ii. Guthrie Family Foundation and Socrates Foundation each fund large one-time projects. Consider planning for next year's deadline with a future ask around the preschool
- E. Facilities: report on growth and developing a long-term strategy to house the school
- i. Emily and Megan Hays will draft a letter requesting consideration of growth and facilities to the ACSD #1 board after the election and once the new school board members are known. Committee will continue to look for ways to grow, i.e. portables on the current property, as the school continues to grow
- VI. Old Business
- A. Afterschool committee formation and progress – in development, Emily and Norman need to create a charter for board approval, which will be presented in November meeting.
    - i. Visit to Slade – Jeff and Norman toured current BBBS SOAR program. Overall, more structured learning opportunities, mix of college students and site coordinators facilitating activities. BBBS has capacity for backup support, program ratio is 5:1. Has infrastructure LMCS couldn't sustain alone. LMCS will make a formal ask to BBBS to establish a similar afterschool program at LMCS.
    - ii. Next steps with BBBS – determine how we integrate preschool into program and how to supervise littles. Also consider year-round programming and Friday afternoon supplements, which BBBS doesn't currently offer. Once details are established, write up a MOU and fill out state ESSER paperwork together.
- VII. New Business
- A. Update by-laws – during November meeting, Emily will submit revisions to the current by-laws. Committee descriptions are currently missing and will be added for board approval and public hearing.
  - B. Updates to student handbook and personnel handbook, see proposed edits to each document in board packet.
    - i. Modifications to student handbook: LMS changed to LMCS, bullying and harassment, and ADA sections updated with attorney to reflect current ACSD #1 policies and procedures. After discussion, modified student handbook was approved by Rich Miles, seconded by Megan Hawken, and approved unanimously.
    - ii. Modifications to personnel handbook: LMS changed to LMCS, clarifications around non-renewal of staff contracts was added, staff member assignments were updated, current board members updated, and leave policy was changed to align with ACSD #1's language. Megan noted that Appendix 3 still needs an update to leave policy to match district. Jeff will make that modification and once approved, post to LMCS website for 45-day public comment period. Personnel handbook was approved with modification to Appendix 3 by Rich Miles, and was seconded by Megan Hawken, approved unanimously.
- VII. Adjourn: **next meeting: Wednesday November 16<sup>th</sup>**. Meeting was adjourned by Megan Hawken, seconded by Rich Miles, and approved unanimously.