

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

July 27, 2023
6:30 PM

On-Line Attendees: Janelle Still

I. Opening (6:33 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:

- Norm – enjoying watching the bigger kids in summer STEAM program take the littler kids under their wing.
- Carter – taking advantage of outdoor education opportunities.
- Heidi – in STEAM camp, pairing older kids with younger kids to help with projects, particularly helping them to build a zoo with safari animals.

B. Roll Call: All present except for Amy. (Emily, Rich, Shawn, Carter, Amy, and Megan)

C. Approval of Agenda: Rich moved, Megan seconded – approved. Passed unanimously.

II. Minutes

A. Approval of May and June Minutes: Megan moved and Carter seconded that the May and June minutes. Passed unanimously.

III. Audience Communication I

A. Teacher Representative (Heidi):

- a. School-wide Title status is mostly approved, just needs to go back through the local school district again. Emily gave kudos to Heidi for the LMCS application being selected for use as a model for other applicants in the future.
- b. Teachers have been coming in to start getting set for school to start next month.
- c. Makena has had 19 kids each day this week, an increase over an average of 15 last week. If we go over 20 kids, we will need to bring in an additional person to keep the adult/kid ratio requirement met. Jeff noted that he is hearing good things from people at other schools about our STEAM program and this curriculum. Norm also said that people have been coming in off the street to ask about our summer school program.

Dinosaurs is the theme for next week and bicycles the following week. Norm offered to set up things for the kids to go to the skate park.

- B. PTO Communication – no new information to share.
- C. Open Communication:
 - a. Janelle Still (joining via Zoom) – finished hiring assistants today

IV. Monthly Financial Report

- A. Financial Statements June:
 - a. Norm noted that there is usually about 2 months lag between the last bills coming in and the wrap up of the fiscal year.
 - b. Norm noted the change in net assets reflects a very good budget. LMCS can still spend last year's Title I revenue through September of this year without having to fold it back in to last year's budget; so approximately \$13,000 can be applied to this year's Title I salaries and supplies.

V. Reports

- A. Director's Report:
 - a. Enrollment summary. For 2023-2024 preliminary summary – Primary has 28 total students with 2 spots open. Lower EI is completely full at 46 with a waiting list of 2 and counting. Upper EI has 33 students with spots left open. Total projected enrollment at 109. At the end of last year total enrollment was at 97.
 - b. Injury report – the LMCS custodian was injured today while fixing a table in the art room and needed to go to Urgent Care for stitches on his hand. On Monday, Jeff will study up on the Workers Comp coverage since it was a work related injury – the first of Jeff's tenure here.
 - c. Using maintenance funds to pull out the bushes and put in a wind barrier along the chain link fence on 3rd Street. Will also be cleaning up the garden area a bit over the next month, and purchasing a shed that will likely be placed in the corner of the garden area where the bushes now are to store some of the lawn and garden tools and mower.
 - d. Where the old wooden play structure used to be that the church had to remove as a requirement by their insurance company, a new play structure will be put in.
 - e. Training will be brought to LMCS this year instead of down in Colorado. The training this year will allow people to work together, Upper EI teachers, Lower EI teachers, SPED, Title I, and office staff too each working in their own groups and together so that everyone can start the year on the same page. Board members are welcome to join in as well.
 - f. LMCS is working with the Church (even though it isn't really the school's responsibility) on the boiler issues to make sure the company honors its own obligations.
 - g. Jeff and Norm recently checked the roof since there is still water leaking in places around the building. They saw that there places where the gutters are clogged and

there are actually weeds growing in patches. Jeff will work with the Church to take care of this.

- h. Jeff is back from his summer traveling. Has been doing a lot of interviewing this week to fill the classroom assistant positions. Now just looking for cafeteria and recess monitors, and will probably seek UW student candidates for those positions closer to the start of the academic year.
- B. Committee Reports:
 - a. Emily proposed that the Ad Hoc Facilities Committee should meet to develop an exploratory conversation around space and growth. Emily will convene the group to meet. Carter volunteered to serve if an additional Board member is needed, and Heidi volunteered if a staff member is needed.
 - b. No other committee have met and have nothing to report.

VI. Old Business

- A. Emily attended the school staff meeting this past month and looked at the progress on the Strategic Plan. Discussion of planning document presented in written attachment section of agenda.

VII. New Business

- a. Election of Board Officer Positions
 - i. Nominations emerging from discussion:
 - 1. Chair –Rich nominated Emily to serve again as Chair. Carter seconded. Elected unanimously.
 - 2. Vice Chair – Rich nominated Carter for Vice Chair. Megan seconded.
 - 3. Secretary – Rich
 - 4. Treasurer – Megan
 - 5. At Large – Shawn and Amy
 - ii. Emily called a vote on the motion on the floor that Emily be Chair, Carter be Vice Chair, Rich be Secretary, Megan be Treasurer, and Shawn and Amy be At Large members for this new Board year.
- b. Emily asked about a portion of the By Laws that call for LMCS to submit a report on test scores to the school district. No one seems to have been doing this, and the district has not asked for any formal report of this kind, so agreement was reached by consensus to remove this wording from the By Laws.
- c. Committee Membership and Chairs:
 - i. Accountability Committee: Emily recommended Amy serve again on the Accountability Committee this year. All in favor.
 - ii. Finance Committee: must be chaired by the Treasurer of the Board of Trustees by mandate in the By Laws.
 - iii. Policy and Planning Committee:
 - iv. Nominating Committee: Does not include Board members.

- v. Resource Development Committee: Shawn volunteered chair this committee. Norm noted that we haven't applied recently for anything from United Way. They have new leadership now that their time of leader transition is over, so we could approach them about funding opportunities.
 - vi. Facilities Development Committee: Emily and Carter will serve on this.
 - vii. Emily asked Jeff to put out a general call to parents to express interest in joining whatever committees they might be interested in serving on.
- d. New meeting schedule for the year ahead: After discussion, it was decided by consensus to meet on the fourth or final Thursday of each month with the following exceptions: (Aug. 31st; Sept. 28th; October: Wed. the 18th; Nov. 16th; Dec. 14th; Jan. 25th; Feb. 22nd; March 28th; April 25th; May 23rd; June 27th.). Carter moved and Megan seconded to approve the Board schedule as discussed. All in favor. Unanimous approval.
 - e. Emily asked if the Board would like to invite Megan Hayes (ch) to provide another training at the August meeting on Board Governance as she did last year. The Board was unanimously in favor of this suggestion.
 - f. Jeff will be serving a full breakfast to staff on August 21st at 8:00 am at the initial staff meeting for the year. Board members are invited to join for this event if they would like.

VIII. Audience Communication II

N/A

IX. Adjourn

- A. Carter moved, Rich seconded the meeting be adjourned. Passed unanimously.