

**Laramie Montessori Board of Trustees**  
**Regular Board Meeting Minutes**  
**May 26, 2020**

- I. Opening/Attendance – Mandy Davis opened the May 26, 2020 regular meeting of the Laramie Montessori Charter School (LMCS) Board of Trustees (BOT) at 6:30 PM with the reading of the LMS mission statement. The meeting was conducted exclusively via Zoom. In addition to Mandy Davis, BOT members who were present for the meeting included Kathy Kirkaldie, Josh Kaffer, Mark Crawford, and Jana Heisler-White. Monica Owens was absent, and Jana Heisler-White was appointed to record meeting minutes in her place. The meeting agenda was accepted with the removal of the action item of reviewing/approving minutes from the April 23, 2020 meeting by the BOT. Approval of BOT meeting minutes from the April 23, 2020 Regular Board Meeting will become an agenda item for the June Regular BOT Meeting. Josh Kaffer moved to accept the agenda as revised and Jana Heisler-White seconded. Motion passed. Megan Dirks (currently contracted for business management) and Shay Howlin (member of the Finance Committee) were present to share information about the School Year 2020-2021 budget.
- II. Minutes – Review and approval of meeting minutes from the April 23, 2020 Regular BOT Meeting was deferred to the June BOT meeting.
- III. Audience Communication – Several LMCS teachers were present and updated the BOT on the blending learning model that was used this past Spring during school closure. Teachers have begun thinking about and planning for using different options in Fall 2020. The Title 1 Summer Program is still being considered but has not been officially planned, due to Covid-19 and the need for social distancing.
- IV. Reports
- A. Committee Reports
- The following committees provided oral reports and/or written documents for review (as indicated) during the meeting:
- Nominating Committee – The Nominating Committee has identified and recommended a parent for appointment to the BOT. The Committee is still working to identify a community member to join the BOT.
- Facilities (Mark) – The term for the current lease of the building expires in June 2021. However, there is a state mandate that the lease should be moved to a “Full Service Lease” in which custodial services and utilities would be included within the lease terms. This would result in approximately \$50,000 being covered in the lease payment and not paid via LMCS annual expenses in the future. This change is currently being reviewed by both the LMCS’ and the church’s attorneys and would be included as an addendum to the current lease if it is approved. Mandy appointed Josh to serve on this committee moving forward.
- Finance Committee (Josh Kaffer, Shay Howlin, Megan Dirks) – The finance committee has been working to develop a budget for School Year 2020-2021. In their first draft iteration presented to the BOT, there is a projected overspend of approximately \$50,000. There are several factors for this, including an uptick in projected payroll costs. The BOT discussed options for reducing the overspend amount. The discussion continued during Audience Communication below, with Shay Howlin providing additional information.
- B. Review and Board Action to Approve Financial Reports from April 2020 – The BOT reviewed and discussed the April 2020 financial report. Overall, spending is tracking as it ought to be as the school/fiscal year comes to a close. Kathy moved to approve and Josh seconded. Motion passed.
- C. Director’s Report - Mark provided an update to the BOT on several items, including the following:
- a. LMCS staff celebrated the end of school with a car line to return borrowed items, a pick-up barbeque lunch, and some other special things from teachers.
  - b. He has begun to lead the discussion regarding potential learning approaches for fall and how the staff and board might help to best support the changes and uncertainty associated with the beginning of the school year in August. This conversation will continue through summer when a new director comes onboard.
- V. Audience Communication II – Shay Howlin (as a member of the Finance Committee) provided additional information on the budget and spoke to the need for the board to approve a budget before additional contracts are provided to staff. The BOT continued to discuss the budget. Mandy Davis brought the discussion to a close by calling for a BOT Special Meeting to further discuss the budget. In preparation for this meeting, she requested that BOT members propose school operational scenarios for Megan to use in developing three potential budget scenarios for Fall 2020. The scenarios will also include feasible measures to reduce the overspend.

## VI. New Business

### A. LMCS By-Laws Revision

Mandy Davis asked the BOT to review Sections 2.1 and 2.2 of Article III of the LMCS By-Laws for the purpose of minor revision to increase flexibility of board composition in the future. Section 2.2 was proposed to be revised as follows:

“If the BOT consists of an even number of members, the chair will refrain from voting. The Board of Trustees members will include at least two LMCS Parent Representatives and at least one Community Representative.”

Josh moved to accept the proposed revision, and Kathy seconded the motion. The motion passed.

### B. Director Search Update

Mandy Davis provided an update on the search for a new LMCS Director. At the time of the LMCS meeting, 22 applications had been received. The subcommittee was holding zoom interviews and expecting to move forward with in-person interviews with a small number of potential applicants.

VII. Executive Session – The BOT needed to move into Executive Session to discuss a personnel matter. Kathy moved to enter into Executive Session under Wyoming Statute 16-4-405. Josh seconded. Motion passed. After a short discussion, Josh moved to exit Executive Session and Mandy seconded. Motion passed.

VIII. With the BOT meeting complete, Jana moved to end the meeting and Josh seconded the motion. The motion passed.