

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

**May 25, 2023**  
**6:31 PM**

On-Line Attendees: Makena Cameron, Janelle Still, Kaleigh Schilousky and Kayti

I. Opening (6:35 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:

- Heidi – with Upper El gone at the Teton Science School, the lower el kids have done very well taking on the responsibilities of cleaning up the cafeteria.
- Kaleigh Schilousky – Our class has been getting outside more and the kids have really been stepping up and taking on leadership roles in doing outdoor service activities.
- Norm – one of the younger girls started putting away toys and cleaning up the playground the other day and pretty soon several other students joined in.

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

C. Approval of Agenda: Megan requested we add the April financials into the agenda. Carter moved, Rich seconded – approved. Passed unanimously.

II. Minutes

A. Approval of Minutes, Board Meeting, April 27, 2023: Megan moved to approve the April minutes, Rich seconded. Passed unanimously.

III. Audience Communication I

A. Teacher Representative (Heidi):

- a. Worked with district colleague to go over everything that will be expected for the Full Title application.
- b. Prepping for summer programs.
- c. Teachers preparing for end of year activities.
- d. Next week is the moving up ceremony and the teachers are all looking forward to that, even though they will miss their departing students.
- e. Other teacher updates:

- i. Jenny Palm – the kids in Upper El are getting really excited about Teton – we’ll be studying water ecosystems in the greater Yellowstone area and Jackson Valley. Also going on a field trip to see the water treatment facilities in Laramie. A little bit of a scare on the financial side, but working that out. Also have taken the state assessments and very rewarding to see. Big class this year, but they are getting independent and more mature and getting ready to take them to Teton.
  - ii. Janelle Still – tomorrow is our last day of WyTOPP and we’re very excited to be done. Kaleigh, my assistant is very excited to start her training and learn all she can about Montessori philosophy.
- B. Open Communication:
- a. PTO Communication – No new information to share from PTO, but Emily knows that they are hoping to get more people involved soon.

#### IV. Monthly Financial Report

##### A. Financial Statements April:

- a. Norm has met with Megan to review the budget and they think it is on track to come in at close to 100% - it’s likely that revenue and expenses will match pretty evenly.
- b. Rich moved to approve the financials, Carter seconded. Passed unanimously.

##### B. Budget Review:

- a. Carter asked how the new budget compares to the current one, to which Norm responded that the budget was originally based on this year’s funding level, but the district has actually given LMCS an additional \$50,000 beyond last year’s budget. Megan noted that much of that is on the maintenance side rather than the ADM side, though.
- b. Norm noted further that the Title I budget will come out in about a month.
- c. Some of the initial changes in this budget are in the personnel side. Jeff was able to get a bunch of money into the budget for professional development, including MECR training. Also our student council funds went up, so we will need to decide with the students what projects to fund.
- d. Still in discussions with Megan (lawyer) on legal fees that may be needed.
- e. Teachers should be happy that classroom budgets are going up too.
- f. Jeff noted that preschool and lower el classroom supplies have been increased.
- g. Fundraising expenses have also been bumped up to allow for more fundraising activities. Spent more on the color run this year, but made more also.
- h. Jeff mentioned the 3% the district takes from the budget and Emily asked him to explain for those on the Board who may not be familiar with this issue. This is an administrative fee the district charges to charter schools (Montessori and Snowy Range) because the district is in financial trouble at present. It is supposed to be negotiated, but the district is just charging a flat 3% fee. Jeff noted that this seems like the district taking away from our students education to cover their past mistakes. Carter asked if this is a usual fee or if it is new. Jeff said it is new and Emily noted that it was not part of our contract with the district. Megan (lawyer) is drafting a letter to challenge this. Jeff noted that the district does provide some services for LMCS, but don’t like being told that this is the flat rate you will pay without actually doing the negotiation that is supposed to occur.

- i. Heidi cautioned that we shouldn't expect much increase from becoming Full Title.
- j. Carter asked how assistant teacher salaries went down when LMCS added a classroom. Jeff noted that we will have two lead teachers for Upper EI, but no assistants.
- k. Rich moved and Megan seconded to approve the preliminary budget. Unanimous approval.

## V. Reports

### A. Director's Report:

- a. Enrollment summary – 4 days left. For 2023-2024 preliminary summary – Primary has 4 spots left. Lower EI 3 on a waitlist. Could increase over all by 3, because the three on the waitlist for Lower EI have siblings in other grade levels that would also come in if their lower el siblings are able to come in. They may put enrollment at 105 instead of the 102 projected. Current year is 98.
- b. Color Run was successful with more parent involvement than before. Overall we made over \$2,800. Thanks to all the parents that were able to come. Preschool students were also able to take part even though they cannot be transported by the district. Parents brought them in personal vehicles to get them there.
- c. The pizza fund raiser was also successful.
- d. Annual meeting went well, even though the numbers of those in attendance may have seemed low – it was about average for what you can expect to show up for something like that.
- e. Title status – We've met with Kay Mobley, the grants coordinator from the district, twice and Les Koch from the state once to go over what is required. The process is that we have to have the district's board approve it first, and then it is sent off to the state to approve. The proposal has to be in by June 3<sup>rd</sup>, then the district will need to send it on by June 13<sup>th</sup>.
- f. Instructional coach position – added this week after Kaylie Vendela spoke about the position she envisions. Until we can get a full grant to help in funding that position, we'll start her out as an instructional coach working with the other teachers. Kaylie's title will be "Practical Life Coordinator" working with the kids on the various things she presented last month, and she will be an instructional coach with the other teachers as well. In Kaylee's place, hiring a woman who has kids in Montessori and who has been a Montessori previously elsewhere.
- g. Staff trainings – one of our new Upper EI leads (Kaleigh Schilousky) will be starting her Montessori training soon with MECR. This is the same base training that Jeff went through when he came into his position as director.
- h. Big Brothers Big Sisters – they are giving LMCS a big pot of money this summer for the summer program, but they also called Jeff recently and offered to list LMCS as an additional site for another grant-funded program they are working on and they will do the paperwork on behalf of the school to take part in this program. LMCS has said yes.
- i. Field Day – tomorrow in Undine Park.
- j. Move Up Ceremony – next Thursday.

- k. Final Day – next Friday, half day at the park.
  - l. Monday, June 5<sup>th</sup> is a Professional Development day, and Emily will be attending to discuss the strategic plan. Other Board members are invited to attend as well. Another topic will be Phonics and Literacy programs – decisions coming soon for next year.
  - m. Moving day will be the next day, Tuesday, June 6<sup>th</sup>.
- B. Committee Reports:
- a. Finance Committee: Has met and report submitted to Emily.
  - b. No other committees have met.

VI. Old Business

- A. Board Elections – Emily and Carter are the only two people who have submitted applications to be on the Board next year. In talking with Janna about other nominations, none others are forthcoming so she suggested Emily and Carter be reelected directly. Confirmed.

VII. New Business

- A. Board nominations: Jana, former board chair, will lead the nomination committee and hold elections. Emily and Carter both running, Amy is on the fence. Three open seats available, 2-year terms.
- B. Executive Session:
  - a. Carter moved that the Board move into Executive Session according to Wyoming State Statute 15-1-105 to discuss personnel matters. Megan seconded. Passed Unanimously.
  - b. Resumed regular meeting after conclusion of executive session.

VIII. Audience Communication II

N/A

IX. Adjourn

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