

SMS GOVERNANCE BOARD MINUTES FOR March 6th, 2023, OPEN MEETING

Rachel called MEETING TO ORDER: 5:35 pm

- Members present: Rachel Freeze, Shannon Ontiveros, Megan Ellenz, Larsi Bendriss, Dr. Wendy Burnett
- Advisory Members/Members not present: Alicia Gaunky
- Teachers present: Laura Carlson

Larsi made a motion to approve the agenda, Shannon seconded, and motion passed unanimously.

- Rachel Read the Peace Pledge and SMS's Mission and Vision.
- Vision/Mission Moment: Dr.Wendy shared a success story of a student she has been working with. The E2 student's cereal drive was also shared and discussed.

CONSENT AGENDA (ACTION)

- Shannon made a motion for approval of January meeting minutes, Larsi seconded and motion passed unanimously.
- Megan made a motion to approve and allocate \$200 in funds for teachers conference dinner reimbursement, Larsi seconded and motion passed unanimously.
- Larsi made a motion to approve Treasurer's report, Rachel seconded and motion passed unanimously.

Principal Report (Dr.Wendy):

- Dr. Wendy will be putting together a slideshow/powerpoint with narrative on student's MAPS Score testing results for this school year. Reading/math scores went down a bit, but saw an increase score in English/language. Board members can review and will have an opportunity of further discussion and questions at May Board meeting.
- Discussion of our contract expiration after 2024 and if we would like to keep these academic scores as objectives for our charter agreement with the Sparta School Board. This discussion should be had at a later date.

Board Education

- Personal reflections, walk away points discussed regarding recent attendance of the UW-L Montessori Conference and Dr.Wendy's Visit and observation at Private Montessori school in Janesville, WI.
- Proposal of drawing up some sort of invitation to future students coming into Montessori to observe school format and get a better idea of education-based practice the school entails.

Financial Report (Shannon - Treasurer):

- FUNDS Balance Breakdown for February 2023
 - **Balance Forward \$13,286.99**
 - 1st CCU \$9,134.99
 - SASD Funds \$4,152.00
 - Income **\$0.00**
 - Expenses **\$0.00**
 - Allocations **\$4,465.00**

- Safety Patrol \$1,880.00 (1st CCCU)
- Field Trips \$2,244.00 (SASD)
- E2 \$268.00 (SASD)
- KOMPOST \$73.00 (SASD)
- **Total Remaining Balance \$8,740.04**
 - 1st CCU \$7,137.04
 - SASD Funds \$1,567.00

Items to report:

1. State of Wisconsin CEs Number
 - a. Need to update our mailing address with the state.
2. Tax Free Purchases:
 - a. Walmart - Have two tax free shopping cards, assigned to an individual.
 - b. Amazon - Have loaded our tax exempt status in Amazon. Do we want to have our own account, order through Alicia, or use personal accounts?
3. Budget Items:
 - a. January & February 2023 Reports
 - b. Fundraising update
 - i. Yoga Check was deposited on January 31, 2023 - \$375.00.
 - ii. Sparta Cinema - Current total \$298.00
 - iii. Fundraising total - \$673.00
 - c. SASD Fund Report
 - i. Need revised fund report, best way to get this updated information?
 - ii. Conference costs for both sessions. Oct and Feb/Mar
 - d. Scholarship Payments
 - i. Payments will be made in each child's name at the Safety Patrol Meeting (March 9th, 2023 - American Legion 6:00-7:00), amt \$470.00 x 4.
 - ii. For the family who has paid in full, I will pay Cedric directly and he will refund the family. This will make it easier for all parties to receive refunds, if necessary, through insurance brokers.
4. Financial Controls
 - a. Document - Now have access to the SMS Governance Board Handbook.
 - i. Will draft sections to be added to the document
 - b. Draft Dates
 - i. March - Write draft
 - ii. April - Send out to board members for review
 - iii. May Meeting - Discussion
 - iv. May Retreat - Goal Setting for financial limits/amounts
 - v. Vote for approval ?
5. Committee Due Outs
 - a. Dates for committee meetings, posted on calendar
 - b. Retreat
 - i. Pay for White tail reservation - \$100.00
 - ii. Catering quote from McCoy's - \$500.00
 - c. Fundraising
 - i. Cost Projections

Ad Hoc Committee Reports:

Retreat Committee:

- Next meeting will be Monday, March 20th 3:45-4:30 pm (right before the development committee meeting at 4:30pm)
- Shannon asked the Board for up to \$500 in approval for a food budget for the retreat (breakfast and lunch). Rachel made a motion to approve up to \$500 for food expense for the 2023 SMS Board Retreat on May 20th, Larsi seconded, motion passed unanimously.

Development Committee

- Nothing to bring to board's attention yet. Next meeting Monday, March 20th 4:30pm.

Field Trips

- Mary Kelly (staff and advisory board member) could not present as she was at a school class that evening. Mary is helping to plan field trips for E1 this spring.

Annual Board Business

OLD BUSINESS

- Board Member Terms and Agreements Forms: Rachel, Shannon and Larsi have completed. Shannon and Rachel's have been uploaded in Google docs. Larsi's needs to be uploaded - Rachel will look for form to upload. Megan needs to fill out and upload.
- Spartan.org emails for board members: Megan has her new spartan.org email as well as Rachel and Shannon. Larsi is waiting for her signed paperwork to go through to receive her email.
- Field Trip Financial Assistance contact mechanism/info: On Student's field trip permission form their will be information about contacting Dr. Wendy if financial assistance is needed.

NEW BUSINESS

- Volunteer School Background check complete for board members: Rachel and Shannon have completed and Larsi says she has but Dr. Wendy unsure if her name has appeared on her list yet. Rachel needs to check in with Megan whether she has filled out form yet.
- Observing classrooms: teachers and staff have made requests and comments about wanting board members to observe the classrooms/school. Rachel would like all board members to observe classrooms by the end of the current school year. She will send out information to everyone and set-up. Board members mentioned that Tues., Wed, and thursday are better days for observing and that we should observe in the morning montessori work block.
- Recruiting more board members: discussion was had about how many and what kind of skills we are looking for when recruiting more board members. We also had some discussion/brainstorming time regarding different ways to recruit:
 - T-shirts and other merchandise (board members wear and sell)
 - New parents to the school receive a recommended letter of activities in SMS including attending a board meeting

- Keep building community at school with board members, families and teachers/staff. Board members should try to be at as many school events as possible making a presence - including Montessori Education night (march 23rd) and Celebration of Learning (May 15th)

Board members present their action steps for next meeting:

Rachel	Shannon	Larsi	Megan	Dr. Wendy
• Check in with megan regarding spartan.org email address, members expectations form and background check • Set-up classroom observations for board members • Look over meeting minutes • Create May 1st Board meeting agenda • Chair the retreat committee	• Compile annual costs for fundraising meeting • Get quotes for food for retreat • Pay for retreat location • Safety patrol payments made • Write up financial controls for GB handbook • Follow-up with outstanding checks/reimbursements	• Chair development committee • In charge of Celebration of learning: food for evening and raffle baskets	Meeting minutes written and sent out	• Send out academic MAPS scores and narrative • Acquire parent satisfaction of SMS and present at May 1st Board meeting

Adjourn 7:25pm