

**SMS GOVERNANCE BOARD MINUTES FOR
Nov. 7th, 2022**

Rachel called MEETING TO ORDER: 5:34pm

- Members present: Alicia Gunky, Rachel Freeze, Shannon Ontiveros, Megan Ellenz
- Members NOT present: Sam Fish, Dr. Wendy Bernett (advisory board member) ●
- New member candidate present: Larsi B.
- TEachers present: Connie Jerome, Sue Loback
- Guests: None

CONSENT AGENDA (ACTION)

- Shannon O. motioned that agenda has been confirmed posted and approved the agenda, Megan 2nd, motion carried unanimously.
- Rachel made a motion to approve the meeting minutes from the special board meeting on October 13th, Shannon 2nd the motion and motion passed unanimously.
- Rachel made a motion to nominate the applicant Larsi B. as a new community/business SMS Board member. Shannon seconded the motion. Votes in favor: Shannon O., Rachel Frazee, Megan E. No votes opposing. The motion passed unanimously and Larsi is now our newest SMS Board member - WELCOME!

VISION/MISSION MOMENT:

Connie and Sue shared that a student in their class has come a long way since first entering their classroom. He has gained confidence and is performing better at academics as well as in the classroom. They feel he is an example of the vision (he is demonstrating strength and courage to be a positive influence for himself, the community, and the world) and a product of our mission (a montessori education that focuses the growth of the whole child through character education and child-centered learning). They feel the Montessori's 3-year cycle helps to really build relationships with students and promotes emphasis on the process in which you can witness growth over a longer period of time than one school year.

AD HOC COMMITTEE REPORTS:

Rachel Frazee presented information about the UW-L Montessori Conference which is Saturday, Jan. 14th, 2023: Celebrating Our Montessori Children Conference. Rachel will be presenting at the conference and can attend for free. Rachel also stated that last year the Board approved \$1400 for classroom teachers and their assistants to attend. No one attended last year. She also stated that one of our SMS Board Goals in the Strategic Plan is to PROVIDE RESOURCES AS ABLE TO THE SCHOOL COMMUNITY TO RECEIVE APPROPRIATE MONTESSORI EDUCATION AND CONTINUING EDUCATION TO MEET THE GOALS AND VISION OF SMS STARTING FALL 2023. Although her big wish/goal is to send every staff member as well as all board members at SMS to the conference she feels we need to be fiscally responsible as we are not sure what fundraising will be happening this year.

Rachel made a motion to approve up to \$1800 for classroom teachers and their educational

assistants as well as current board members to attend the 2023 UW-L Montessori Conference. Shannon 2nd the motion and motion passed unanimously.

Other discussion of the above motion on Montessori education/training:

- Education assistants feel they do not get any/very little montessori training ● The board would like to know what money is in the district budget for teacher training ● Connie asked if the UW-L Conferences could have more specific breakout sessions for educational assistants and their needs (possibly even on Montessori manipulatives, uses, ect).
- Rachel mentioned that AMS (American Montessori Society) has a school membership option (with a 50% discount for public charter montessori schools) in which all staff would receive a membership with many resources and they can help us on the pathway to becoming an accredited AMS school (in which eventually all staff are montessori trained). She recommended we look into this for the JULY 1st sign up time and this could help us on the path for our goals.

TREASURER'S REPORT

- FUNDS Balance Breakdown for October 2022
 - Balance Forward \$13,383.99
 - 1st CCU \$9031.99
 - SASD Funds \$4352.00
 - Income \$175.75
 - Expenses \$200.00 (approved budget PTC Meals)
 - Allocations \$4124.00
 - Safety Patrol \$1880
 - Field Trips \$2244
 - E2 \$268
 - KOMPOST \$73
 - Total Remaining Balance \$8812.79
 - 1st CCU \$7245.79
 - SASD Funds \$1567.00

Shannon has provided this report in which Rachel (chair) has signed along with Shannon (Treasurer). The Board will vote on approving this report the following meeting as we do the meeting minutes.

Shannon went through a variety of financial controls to put our Board's SMS 501 3 c organization on the right pathway for the future. These are located for the board to view in the google docs. Also, the board is currently performing well in some of these controls but will need to create and work on others. As Shannon works on them she will report out the board at our regularly scheduled board meetings. Something the board is very excited to venture into is making better future decisions in how we allocate funds, perhaps even into savings for bigger projects such as playground updates, field trips, and teacher training.

Discussion was opened regarding classroom reimbursement for teachers as a teacher asked Rachel, the chair about this. It seems there needs to be more clarification on district level budget funds for teacher classroom needs. Sue L. mentioned it would be nice to know what money she had each year in order to plan for replacing old materials or purchasing new ones. The board would like to make it a goal to allocate a certain amount of money per year towards classroom supplies.

BOARD EDUCATION

Rachel shared two documents on roles and responsibilities of the Governance Board, the Authorizer of our charter contract (SASD school board), and the School Leadership (administration, teachers and staff) as well as the difference between governance and management. These items are located in the google shared drive under board education.

ANNUAL BOARD BUSINESS

OLD BUSINESS

Rachel asked if there were any updates to the board's group member meeting norms. There were none. Board members can add to the list or make clarifications at any meeting.

Rachel asked all board members to complete, sign and scan in the board member terms of agreement form to the google shared drive.

Rachel asked if there was a method in finding out if students need financial help for field trips in the most discreet way possible. Alicia said she would make a field trip form and put information on how to contact the office if in need of financial assistance.

As a reminder the board voted to allocate funds up to \$12 per student for field trips only for the purpose of providing those in need of financial assistance. Parents will be asked first to pay for the trip. This was decided as the board chose to be fiscally responsible as there is not guarantee of fundraisers this year with no PTO group.

NEW BUSINESS

The board reviewed the volunteer interest form that parents could fill out if interested in helping out at the school and/or the board. Rachel started to contact those who submitted a response. She missed one parent and Sue L. will contact that parent as she is only interested in classroom volunteering - not board work. The board also discussed having a possible board corner/report in Dr. Wendy's newsletter to highlight the activity of the board.

Rachel did not get a chance to go over the Board work plan/action plan but mentioned that she has been compiling the work being done. A closer look at what we have done and where we are still heading can be done at the January board meeting.

ACTION STEPS FROM THE MEETING:

Rachel

- Contact board members if interested in UW-L Conference
- Board education/agenda items for next meeting
- Improved communication to parents and teachers on board happenings
- Look into the possibility of a fundraising committee at the board level
- Contact UW-L montessori conference and give input about sessions geared towards EA

Shannon

- Work on financial controls, filing taxes, and tax exempt status

Alicia

- Field trip form with financial assistance contact info
- Contact teachers/EA about UW-L conference

Announcements: Rachel teaching a YOGA class via zoom on Thanksgiving morning - all donations go to SMS, Inc.

Meeting adjourned at 715pm