

**Laramie Montessori Board of Trustees**  
**Regular Board Meeting Agenda**  
**June 23, 2022**  
**6:30 PM**

I. Opening (6:30)

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
- B. Roll Call
- C. Approval of Agenda

II. Minutes

- A. Approval of Minutes, Board Meeting, April 26, 2022

III. Audience Communication

- A. Teacher Representative
- B. Open communication

IV. Financial Reporting

- A. April Financial Report, Board Action to approve April Financial Report
- B. May Financial Report, Board Action to approve May Financial Report

V. 2022-2023 School Calendar – Board action to approve

VI. Reports

- A. Director's Report
- B. Committee Reports
  - PTO, Finance, Nominating, Policy and Planning, Facilities, Resource Development, Marketing

VII. Strategic Planning – Finalize edits to draft

VIII. New Board Members – Board Action to Approve new board members to fill open seats for 2022-2023

- A. Board Member training – July 2022

IX. 2021-2022 Board Debrief

- A. Annual document archiving
- B. Carryover of board work to 2022-2023 school year

X. Audience Communication II

X. Adjourn

**Laramie Montessori Board of Trustees**  
**Board Meeting Minutes**  
**May 26, 2022**  
**6:30 PM**

I. Opening (6:30)

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

- The older students did a wonderful job demonstrating leadership, compassion, and kindness, when assisting with the younger students during the performance.

B. Roll Call- all board members are present

C. Approval of Agenda

-Megan asked to strike financial report as they are not currently in.

Emily moved to approve the agenda as amended, Tiffany seconded the motion, all in favor and the agenda was approved.

II. Minutes

A. Approval of Minutes, Board Meeting, April 21, 2022

Tiffany moved to approve the minutes Megan seconded the motion, all were in favor and the motion passed.

III. Audience Communication

A. Teacher Representative

- Teachers spent the week getting ready for the play and field day
- This is the last week that Upper Elementary students are in the building as they are going to Teton next week.
- The Move Up ceremony went well today.
- Some staff will be working through the summer for STEAM program.

B. Open communication- n/a

IV. Audit Overview, BDO Presentation and Questions

- 2021 audit was good

V. Financial Reporting

A. Board Action to approve Audit

Emily moved to approve the audit, Megan seconded the motion, all were in favor and the motion passed.

VI. 2022-2023 Budget – Discussion and Board Action to Approve Draft Budget

- Preschool grants and playground equipment is a grant that has been put in for. In the event that it is not granted it will not alter the budget.
- Will know number for Title dollars in September.
- Includes 5% raise for staff
- Increased budgets- sub, supplies, etc.

Tiffany moved to approve the budget, Megan seconded the motion, all were in favor and the motion passed.

VII. Reports

A. Director's Report

- Student enrollment- current, summer, and SY 22-23
- Preschool will run through the summer.
- Events – Field Day, Teton Science School, Last Day in the Park
- Montessori in the Mountains through MECR for director and lead teachers
- CPI Train the Trainer in June for Special Education teacher and director

B. Committee Reports

PTO-There is currently not an active PTO

Finance-N/A

Nominating- There are candidates for the board and electronic voting will go out in the next few weeks.

Policy and Planning-N/A

Facilities- The lease is still a work in progress.

Resource Development- Big Brothers Big Sisters is interested in collaborating with LMCS,

Marketing (potential new committee)-Potential Marketing Committee, would like to add marketing as a financial line item in the future.

VIII. Strategic Planning

- Working toward goals
- Assigning responsibility to roles
- Matched goals with success indicators

IX. Executive Session - Personnel (WY Stat 16-4-405)

Megan moved to move into Executive Session citing WY Stat 16-4-405, Emily seconded the motion, all were in favor and the motion passed.

Emily moved to move out of executive session, Megan seconded the motion, all were in favor and the motion passed.

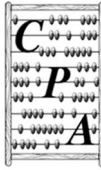
X. Board Action on 2022-2023 Director Contract

- include director's address
- Change to 87% for high deductible health insurance
- Emily moved to approve the director contract, Tiffany seconded the motion, all were in favor and the motion passed.

XI. Audience Communication II – n/a

X. Adjourn

Megan moved to adjourn, Tiffany seconded the motion, all were in favor and the motion passed.



**CPA GROUP OF LARAMIE, LLC**  
HAMILTON • ROESLER • BROOK  
CERTIFIED PUBLIC ACCOUNTANTS

**The accompanying financial statements and accountants' report are for the purpose of internal use by the management and board of directors of Laramie Montessori School, Inc and should not be used or relied upon by any other party for any purpose. Additional users of these financial statements and accountants' report are hereby advised that the liability of CPA Group of Laramie, LLC to third party users who use or rely on this information may be limited pursuant to 1995 Wyo. Sess. Laws, Chapter 155 creating Wyo. Stat. §33-3-201.**

**ACCOUNTANTS' COMPILATION REPORT**

Members of the Board

Laramie Montessori School, Inc

Laramie, Wyoming

Management is responsible for the accompanying financial statements of Laramie Montessori School, Inc (a nonprofit organization) which comprise the statement of financial position as of April 30, 2022 and the related statement of activities and cash flows for the ten months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Accounting principles generally accepted in the United States of America require the capitalization of fixed assets when placed in service and recording depreciation or amortization over the estimated useful lives of capitalized assets. Management has informed us that they have not capitalized fixed assets purchased in the current fiscal year for the purposes of interim financial statements and is not recording depreciation on those assets, which is not in accordance with accounting principles generally accepted in the United States of America. Management has not determined the effect of the departures from generally accepted accounting principles on the accompanying financial statements.

Other Matter

The supplementary information contained in Schedules I is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subjected to our compilation engagement, however, we have not audited or reviewed the information and, accordingly do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

*CPA Group of Laramie, LLC*

CPA Group of Laramie, LLC

Certified Public Accountants

May 9, 2022

## LARAMIE MONTESSORI SCHOOL, INC.

**STATEMENT OF NET ASSETS**

APRIL 30, 2022

## ASSETS

## Current Assets

Cash and Checking Accounts - Operating	\$	151,156.74
Cash and Checking - Preschool		44,978.53
Savings Account - Operating		106,312.65
Cash and Checking Accounts - Restricted		69,766.57
Total Cash		<u>372,214.49</u>

## Other Current Assets

Prepaid expenses		1,421.88
Preschool Receivable		6,380.33
Total Current Assets		<u>380,016.70</u>

## Non-Current Assets

Property and Equipment		32,976.25
Less Accumulated Depreciation		31,476.25
Net Property and Equipment		<u>1,500.00</u>

## Total Assets

381,516.70

## LIABILITIES

## Current Liabilities

Accounts Payable	\$	0.00
Unearned Preschool Revenue		0.00
Payroll Taxes and Benefits Payable		20,588.00
Total Current Liabilities		<u>20,588.00</u>

## Total Liabilities

20,588.00

## NET ASSETS

Unrestricted		<u>360,928.70</u>
Total Net Assets		<u>360,928.70</u>

## Total Net Assets and Liabilities

\$ 381,516.70

LARAMIE MONTESSORI SCHOOL, INC.  
**STATEMENT OF ACTIVITIES**  
 FOR THE TEN MONTHS ENDED APRIL 30, 2022

Revenue, Gains and Other Support	
Contributions and Donations	\$ 3,964.27
Preschool Tuition	59,420.24
After School Care	5,186.00
Preschool Donations	75.00
Student Council Income	231.90
Fundraising	1,199.32
Fnd Prg - Charter School Adjustment	824,332.05
Major Maintenance	0.00
SFC Lease Payment	0.00
Title I Revenue	46,121.18
Charter School Grant	0.00
Interest	44.86
Other Grants	0.00
Total Revenue, Gains & Other Support	940,574.82
Expenses	
Capital/Facilities	99,656.33
Payroll	642,924.02
Preschool Expenses	24,325.03
Purchased Services	43,674.12
Supplies & Materials	10,984.42
Other	26,535.79
Total Expenses	848,099.71
Change in Net Assets	92,475.11
Net Assets at July 1, 2021	268,453.59
Net Assets at April 30, 2022	\$ 360,928.70

See Accountants' Compilation Report

LARAMIE MONTESSORI SCHOOL, INC.  
**STATEMENT OF CASH FLOWS**  
FOR THE NINE MONTHS ENDED April 30, 2022

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ 92,475.11
Adjustments to reconcile change in net assets to net cash from operating activities:	
Depreciation	13.53
(Increase) or decrease in accounts receivable	-6,367.63
(Increase) or decrease in other current assets	-612.14
Increase or (decrease) in accounts payable	-2,347.30
Increase or (decrease) in other current liabilities	6,646.66
Total Cash from Operating Activities	<u>89,808.23</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of equipment and leasehold improvements	<u>0.00</u>
Net cash from investing activities	<u>0.00</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal payments on long-term debt	<u>0.00</u>
Net cash from financing activities	<u>0.00</u>
Net Change in Cash	<u>89,808.23</u>
CASH	
Beginning	<u>282,406.26</u>
Ending	<u>\$ 372,214.49</u>

LARAMIE MONTESSORI SCHOOL, INC.  
**SCHEDULE I: STATEMENT OF ACTIVITIES BUDGET COMPARISON**  
 FOR THE TEN MONTHS ENDED APRIL 30, 2022

	Actual	Annual Budget	Actual % of Annual Budget
Revenue, Gains and Other Support:			
81300 - Preschool Tuition	\$ 59,420.24	\$ 55,527.50	107.01%
81511 - Interest Income - General Fund	28.03	300.00	9.34%
81521 - Interest Income - Major Maintenance	16.83	200.00	8.42%
81790 - Student Council	231.90	150.00	154.60%
81921 - Contributions & Donations - Individuals	3,964.27	4,500.00	88.09%
81927 - PTA Income	0.00	1,500.00	0.00%
81929 - Fundraising Income	1,199.32	4,000.00	29.98%
83111 - Fdn Prg - Charter School Adjustment	824,332.05	868,004.00	94.97%
83291 - SFC Lease Payment	0.00	0.00	0.00%
84206 - Title 1	46,121.18	63,000.00	73.21%
Afterschool Care	5,186.00	5,460.00	0.00%
Preschool Donations	75.00	0.00	0.00%
Preschool Summer Program	0.00	6,100.00	0.00%
Total Revenue, Gains & Other Support	<u>940,574.82</u>	<u>1,008,741.50</u>	<u>93.24%</u>
Expenses:			
Capital/Facilities			
1110500 - Equip/Furnishings - Classroom	0.00	150.00	0.00%
1115500 - Equip/Materials - Playground	131.95	0.00	#DIV/0!
3320500 - Equip/Furnishings - Admin/Gen	887.16	850.00	104.37%
3420452 - Electricity	0.00	0.00	#DIV/0!
3420570 - Depreciation Expense	13.53	200.00	6.77%
4300490 - Garden Club Expense	1,243.73	0.00	#DIV/0!
5000325 - Facilities Rental	97,334.89	97,334.89	100.00%
6100620 - Interest Expense	45.07	0.00	#DIV/0!
Total Capital/Facilities	<u>99,656.33</u>	<u>98,534.89</u>	<u>101.14%</u>
Payroll			
1110111 - Salaries - Teachers	211,171.80	254,000.00	83.14%
1110113 - Salaries - Assistant Teachers	57,500.10	69,000.00	83.33%
1110119 - Salaries - Tutoring	0.00	0.00	#DIV/0!
1110120 - Salaries - Substitutes	10,206.55	3,500.00	291.62%
1113111 - Salaries - Specials	41,763.81	51,000.00	81.89%
Salaries-Summer School	0.00	4,000.00	0.00%
Salaries-Afterschool Care	3,937.50	5,400.00	72.92%
1260111 - Salaries - Title I Teacher	40,691.62	52,000.00	78.25%
3320110 - Salaries - Administration	65,879.75	78,000.00	84.46%
3321110 - Salaries - Director	70,833.30	85,000.00	83.33%
3000210 - Support Svcs - Social Security	34,004.04	39,100.00	86.97%
3000215 - Support Svcs - Medicare	8,022.63	9,200.00	87.20%
3000200 - Support Svcs - Wyo Retire Sys	51,645.51	62,255.00	82.96%
3000230 - Support Svcs - Health Insurance	37,464.53	49,000.00	76.46%
3000240 - Support Svcs - Worker's Comp	7,254.53	11,400.00	63.64%
3000250 - Support Svcs - Wyo Unemployment	2,548.35	6,200.00	41.10%
Total Payroll	<u>\$ 642,924.02</u>	<u>\$ 779,055.00</u>	<u>82.53%</u>



LARAMIE MONTESSORI SCHOOL, INC.  
**SCHEDULE I: STATEMENT OF ACTIVITIES BUDGET COMPARISON**  
 FOR THE TEN MONTHS ENDED APRIL 30, 2022

Preschool			
1150111 - Preschool Summer Teacher	2,700.00	0.00	#DIV/0!
1150113 - Preschool Assistant	17,250.03	23,000.00	75.00%
1150120 - Preschool Substitutes	0.00	1,500.00	0.00%
Preschool Payroll Expenses	748.63	0.00	#DIV/0!
Preschool Professional Development	0.00	750.00	0.00%
Preschool Legal Services	97.52	1,000.00	9.75%
Preschool Classroom Supplies	1,127.73	1,400.00	80.55%
Preschool Snack	505.84	600.00	84.31%
Preschool-Background Checks	639.00	580.00	110.17%
Preschool-Insurance	954.37	955.00	99.93%
Preschool-DFS Certification	50.00	50.00	100.00%
Preschool-Playground	61.17	0.00	#DIV/0!
Preschool-Maintenance	190.74	200.00	95.37%
Total Preschool	\$ 24,325.03	\$ 30,035.00	80.99%
Purchased Services			
1110334 - Field Trips	\$ 530.00	7,500.00	7.07%
2112310 - Student Counseling Services	18,061.88	23,500.00	76.86%
2213300 - Professional Development	3,338.35	3,000.00	111.28%
3320318 - Accounting & Auditing Services	6,640.96	21,000.00	31.62%
3320319 - Legal Services	1,850.00	1,000.00	185.00%
3320340 - Telephone/Internet Services	1,161.74	1,300.00	89.36%
3320360 - Printing/Binding Services	0.00	100.00	0.00%
3420380 - Insurance - Liability/Property	9,031.94	8,560.43	105.51%
3850323 - Technology Maintenance	3,059.25	4,000.00	76.48%
Total Purchased Services	43,674.12	69,960.43	62.43%
Supplies & Materials			
1110410 - Supplies - Classroom	4,657.67	3,750.00	124.20%
1110415 - Montessori Materials - Kinder	243.72	300.00	81.24%
1110416 - Montessori Mat - Lower Elem	121.10	300.00	40.37%
1110417 - Montessori Materials - Upper	0.00	300.00	0.00%
1113410 - Supplies - Specials	317.45	1,100.00	28.86%
1260410 - Supplies - Title I	575.54	800.00	71.94%
2134410 - Supplies - Nurse	186.81	100.00	186.81%
3320410 - Supplies - Office	1,923.89	1,500.00	128.26%
3320414 - Supplies - General	1,943.82	2,000.00	97.19%
3320418 - Postage/Shipping	118.92	200.00	59.46%
3320491 - PTO Expense	66.83	500.00	13.37%
3420492 - Fundraising Expense	828.67	500.00	165.73%
1410490 - Student Council	0.00	150.00	0.00%
Total Supplies & Materials	10,984.42	11,500.00	95.52%
Other			
3320640 - Dues & Fees	4,330.33	4,000.00	108.26%
3320641 - PTSB/Background Cks	137.00	250.00	54.80%
3320791 - Director's Fund	271.29	1,000.00	27.13%
4100460 - Breakfast, Snack & Lunch Assist	997.17	2,500.00	39.89%
3900791 - Miscellaneous	20,800.00	0.00	0.00%
Total Other	26,535.79	7,750.00	342.40%
Total Expenses	848,099.71	996,835.32	85.08%
Change in Net Assets	92,475.11	11,906.18	
Net Assets at July 1, 2021	268,453.59	268,453.59	
Net Assets at April 30, 2022	\$ 360,928.70	\$ 280,359.77	

### **Jody's feedback and questions:**

- The spring open house was under two different priorities. I left it with Community Relations and made sure the action plan items from both workgroups were included. **Thanks, that makes sense.**
- I added the following “action words” to strategic priorities (you can let me know if you would like to keep or change): **all of these make sense, however the ‘strengthen’ internal relations is an area we want to continue to discuss – not sure whether this is the right action item.**
  - “Increase” Family Engagement
  - “Further Develop” Experiential Education
  - “Build” Community Relations
  - “Strengthen” Internal Relations
- In the action plan there are several assignments to “committee”. It will be helpful to you to assign these a committee name (either a current committee or a new one). **Thanks sounds good.**
- Where there were blanks in the action plan, I have grayed out. Those will need to be addressed. **See edits below**
- I altered some wording in the strategic plan. The session notes include the original wording if you would like to reference. **Thanks!**
- Under the “internal operations” strategic priority: the security goal was original a few years down the road, but in the action plan that was moved up to this next academic year. **See changes below**
- The “Facility Growth” priority needs goals and action items for the 2022/2023 academic year (if any). **See changes below.**

### **Edits and items to include in Goals and Success Indicators:**

#### Strengthen Internal Operations, blue box

please remove all content in the blue box and change to reflect the discussion from our daylong session:

Goal 1: Remain true to the Montessori Philosophy through ongoing specialized professional development (all 5 years)

Goal 2: Director and staff support Montessori teaching and learning through regular internal and external peer observation (all 5 years)

Goal 3: Build a bridge between state assessments and Montessori teaching methods for proficient students in both (year 3 and beyond)

Goal 4: Build effective communication structures across staff, administrator, and board of directors that value individual and group wellbeing (all 5 years)

Goal 5: Continue to build a trusting and supportive professional environment for all (all 5 years)

#### 2026 Success Indicators:

- All staff trained in Montessori method and receive ongoing relevant professional development
- Effective communications and collaborations across roles and responsibilities result in a loving community that supports the wellbeing of our staff and students

## Facility Growth green box

The specific goals – can occur across the five years and may not be sequential based on opportunities that might present themselves. They are:

Goal 1: signed two-year lease for current location that supports LMCS needs and safety requirements for appropriately functioning school.

Goal 2: monitor legislation and environment for facility growth opportunities, and pursue leads for potential transition

Goal 3: work with ASCD #1 to identify opportunities and tell our story – as we reach capacity, advocate for space where we have control.

Success 2026 Indicators:

- A school building that meets our current and future capacity, designed with Montessori philosophy and curricular needs in mind (dreaming big)
- If not bullet one, a thoughtful strategic map for future building with facility needs, location preferences, and funding request developed.

### **Edits to Action Plan items for Y1 by Goal:**

Overall feedback for each section:

- Insert goal each year: liaising between teachers and board – session to check in, update and review strategic plan together. Debrief previous year(s) and set goals and objectives together.
- Rather than assigning leads as individuals, assign programmatic roles, i.e. director, lead teachers etc. While we understand this removes the individual responsibility – this allows us to be more nimble should staffing change.

Action Plan edits:

### **Increase Family Engagement**

Nesting goal 3 under goal 1 to read:

Reach out to families to learn about their school engagement interests/volunteering

- Develop parent interest form, tie questions/opportunities to strategic plan needs – Kayti (please change to librarian). 2022
- Based on interest and skillset – develop engagement or PTO like committee (director)
- Create action plan with steps to support engaging families and encouraging capacity and community growth (family engagement committee)

Please remove current goal 3 and associated actions.

## **Further Develop Experiential Education**

Only modification to this goal is to add dates as noted below

Build EE committee – Director October 2022

Compile current programs, future and current needs, and research other Montessori or community programs – assigned to EE committee all to be completed by April 15, 2023

Build partnerships Spring – EE committee spring, 2023

## **Build Community Relations**

Goal 1 – establish marketing committee: please add, “to increase future family engagement”

Goal 2 – Please add, Spring Community open house hosted prior to school lottery

## **Strengthen Internal Operations**

This is a whole new table

Goal 1: Remain true to the Montessori Philosophy through ongoing specialized professional development

Action Items:

Research MEQR-based training opportunities for current teachers, host at least one staff professional development opportunity. Lead - director, due – September

If funds allow, send anyone who has not gone through MEQR training to the assistants’ program  
Lead – director, due – May (depending on available training options)

Evaluate funds and if available, send staff and administrator to one offsite professional development event through MEQR. Lead – director, due – May (depending on available training options and events schedules)

Goal 2: Director and staff support Montessori teaching and learning through regular internal and external peer observation

Action Items:

Director develops workplan, implementation schedule, and feedback tool for observation throughout school. Lead - director and lead teachers, due – September

Lead teachers develop plan for collaborative peer observation and feedback across school and begin implementing. Lead – Lead teachers, due – October

Develop offsite peer observation network. Lead – director, due - December

Lead teachers each develop proposal and justification to observe one peer classroom/program in conjunction with the director. Lead – lead teachers, due – March.

Goal 4: Build effective communication structures across staff, administrator, and board of directors that value individual and group wellbeing

Action Items:

Goal 5: Continue to build a trusting and supportive professional environment for all

Action Items:

### **Facility Growth**

Goal 1: signed two-year lease for current location that supports LMCS needs and safety requirements for appropriately functioning school.

Action Items:

Work with the church to ensure school facility is to code and meets ACSD 1 standards for health and safety, integrate into lease documents. Lead – board chair and director, due - July

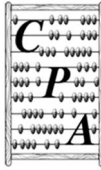
Sign lease. Lead – board chair and director, due – July

Goal 2: monitor legislation and environment for facility growth opportunities, and pursue leads for potential transition

Action Items:

Meet with ACSD leadership to discuss the current and desired state of facilities. Lead – director, due – October

Based on guidance from ACSD, develop a three-year facilities exploration proposal – required funds, school requirements, and evaluate population growth to estimate size. Lead – director and chair of facilities committee, due – June.



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HAMILTON • ROESLER • BROOK  
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Laramie, Wyoming

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Accounting principles generally accepted in the United States of America require the capitalization of fixed assets when placed in service and recording depreciation or amortization over the estimated useful lives of capitalized assets. Management has informed us that they have not capitalized fixed assets purchased in the current fiscal year for the purposes of interim financial statements and is not recording depreciation on those assets, which is not in accordance with accounting principles generally accepted in the United States of America. Management has not determined the effect of the departures from generally accepted accounting principles on the accompanying financial statements.

Other Matter

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*CPA Group of Laramie, LLC*

CPA Group of Laramie, LLC

Certified Public Accountants

June 6, 2022

## LARAMIE MONTESSORI SCHOOL, INC.

## STATEMENT OF NET ASSETS

MAY 31, 2022

## ASSETS

## Current Assets

Cash and Checking Accounts - Operating	\$	109,555.00
Cash and Checking - Preschool		48,520.43
Savings Account - Operating		106,315.45
Cash and Checking Accounts - Restricted		67,540.35
Total Cash		<u>331,931.23</u>

## Other Current Assets

Prepaid expenses		1,421.88
Preschool Receivable		2,267.33
Total Current Assets		<u>335,620.44</u>

## Non-Current Assets

Property and Equipment		32,976.25
Less Accumulated Depreciation		31,476.25
Net Property and Equipment		<u>1,500.00</u>

## Total Assets

337,120.44

## LIABILITIES

## Current Liabilities

Accounts Payable	\$	0.00
Unearned Preschool Revenue		0.00
Payroll Taxes and Benefits Payable		11,990.47
Total Current Liabilities		<u>11,990.47</u>

## Total Liabilities

11,990.47

## NET ASSETS

Unrestricted		<u>325,129.97</u>
Total Net Assets		<u>325,129.97</u>

## Total Net Assets and Liabilities

\$ 337,120.44

LARAMIE MONTESSORI SCHOOL, INC.  
**STATEMENT OF ACTIVITIES**  
 FOR THE ELEVEN MONTHS ENDED MAY 31, 2022

Revenue, Gains and Other Support	
Contributions and Donations	\$ 4,122.06
Preschool Tuition	55,396.74
After School Care	5,186.00
Preschool Donations	75.00
Student Council Income	231.90
Fundraising	1,994.63
Fnd Prg - Charter School Adjustment	873,298.14
Major Maintenance	0.00
SFC Lease Payment	0.00
Title I Revenue	51,241.48
Charter School Grant	0.00
Interest	49.44
Other Grants	0.00
Total Revenue, Gains & Other Support	991,595.39
Expenses	
Capital/Facilities	101,456.15
Payroll	707,702.03
Preschool Expenses	26,349.98
Purchased Services	56,584.85
Supplies & Materials	13,970.15
Other	28,855.85
Total Expenses	934,919.01
Change in Net Assets	56,676.38
Net Assets at July 1, 2021	268,453.59
Net Assets at May 31, 2022	\$ 325,129.97

See Accountants' Compilation Report



LARAMIE MONTESSORI SCHOOL, INC.  
**STATEMENT OF CASH FLOWS**  
FOR THE ELEVEN MONTHS ENDED MAY 31, 2022

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ 56,676.38
Adjustments to reconcile change in net assets to net cash from operating activities:	
Depreciation	13.53
(Increase) or decrease in accounts receivable	-2,254.63
(Increase) or decrease in other current assets	-612.14
Increase or (decrease) in accounts payable	-2,347.30
Increase or (decrease) in other current liabilities	-1,950.87
Total Cash from Operating Activities	<u>49,524.97</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of equipment and leasehold improvements	<u>0.00</u>
Net cash from investing activities	<u>0.00</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal payments on long-term debt	<u>0.00</u>
Net cash from financing activities	<u>0.00</u>
Net Change in Cash	<u>49,524.97</u>
CASH	
Beginning	<u>282,406.26</u>
Ending	<u>\$ 331,931.23</u>

LARAMIE MONTESSORI SCHOOL, INC.  
**SCHEDULE I: STATEMENT OF ACTIVITIES BUDGET COMPARISON**  
 FOR THE ELEVEN MONTHS ENDED MAY 31, 2022

	Actual	Annual Budget	Actual % of Annual Budget
Revenue, Gains and Other Support:			
81300 - Preschool Tuition	\$ 55,396.74	\$ 55,527.50	99.76%
81511 - Interest Income - General Fund	30.83	300.00	10.28%
81521 - Interest Income - Major Maintenance	18.61	200.00	9.31%
81790 - Student Council	231.90	150.00	154.60%
81921 - Contributions & Donations - Individuals	4,122.06	4,500.00	91.60%
81927 - PTA Income	0.00	1,500.00	0.00%
81929 - Fundraising Income	1,994.63	4,000.00	49.87%
83111 - Fdn Prg - Charter School Adjustment	873,298.14	868,004.00	100.61%
83291 - SFC Lease Payment	0.00	0.00	0.00%
84206 - Title 1	51,241.48	63,000.00	81.34%
Afterschool Care	5,186.00	5,460.00	0.00%
Preschool Donations	75.00	0.00	0.00%
Preschool Summer Program	0.00	6,100.00	0.00%
Total Revenue, Gains & Other Support	<u>991,595.39</u>	<u>1,008,741.50</u>	<u>98.30%</u>
Expenses:			
Capital/Facilities			
1110500 - Equip/Furnishings - Classroom	0.00	150.00	0.00%
1115500 - Equip/Materials - Playground	131.95	0.00	#DIV/0!
3320500 - Equip/Furnishings - Admin/Gen	887.16	850.00	104.37%
3420452 - Electricity	0.00	0.00	#DIV/0!
3420570 - Depreciation Expense	13.53	200.00	6.77%
4300490 - Garden Club Expense	3,043.55	0.00	#DIV/0!
5000325 - Facilities Rental	97,334.89	97,334.89	100.00%
6100620 - Interest Expense	45.07	0.00	#DIV/0!
Total Capital/Facilities	<u>101,456.15</u>	<u>98,534.89</u>	<u>102.96%</u>
Payroll			
1110111 - Salaries - Teachers	232,520.96	254,000.00	91.54%
1110113 - Salaries - Assistant Teachers	63,250.11	69,000.00	91.67%
1110119 - Salaries - Tutoring	91.00	0.00	#DIV/0!
1110120 - Salaries - Substitutes	12,554.30	3,500.00	358.69%
1113111 - Salaries - Specials	46,124.91	51,000.00	90.44%
Salaries-Summer School	0.00	4,000.00	0.00%
Salaries-Afterschool Care	4,513.75	5,400.00	83.59%
1260111 - Salaries - Title I Teacher	43,124.95	52,000.00	82.93%
3320110 - Salaries - Administration	72,379.75	78,000.00	92.79%
3321110 - Salaries - Director	77,916.63	85,000.00	91.67%
3000210 - Support Svcs - Social Security	37,333.30	39,100.00	95.48%
3000215 - Support Svcs - Medicare	8,801.26	9,200.00	95.67%
3000200 - Support Svcs - Wyo Retire Sys	56,769.03	62,255.00	91.19%
3000230 - Support Svcs - Health Insurance	41,337.42	49,000.00	84.36%
3000240 - Support Svcs - Worker's Comp	7,802.34	11,400.00	68.44%
3000250 - Support Svcs - Wyo Unemployment	3,182.32	6,200.00	51.33%
Total Payroll	<u>\$ 707,702.03</u>	<u>\$ 779,055.00</u>	<u>90.84%</u>

LARAMIE MONTESSORI SCHOOL, INC.  
**SCHEDULE I: STATEMENT OF ACTIVITIES BUDGET COMPARISON**  
 FOR THE ELEVEN MONTHS ENDED MAY 31, 2022

Preschool			
1150111 - Preschool Summer Teacher	2,700.00	0.00	#DIV/0!
1150113 - Preschool Assistant	19,166.70	23,000.00	83.33%
1150120 - Preschool Substitutes	0.00	1,500.00	0.00%
Preschool Payroll Expenses	748.63	0.00	#DIV/0!
Preschool Professional Development	0.00	750.00	0.00%
Preschool Legal Services	97.52	1,000.00	9.75%
Preschool Classroom Supplies	1,135.83	1,400.00	81.13%
Preschool Snack	581.02	600.00	96.84%
Preschool-Background Checks	639.00	580.00	110.17%
Preschool-Insurance	954.37	955.00	99.93%
Preschool-DFS Certification	75.00	50.00	150.00%
Preschool-Playground	61.17	0.00	#DIV/0!
Preschool-Maintenance	190.74	200.00	95.37%
Total Preschool	\$ 26,349.98	\$ 30,035.00	87.73%
Purchased Services			
1110334 - Field Trips	\$ 530.00	7,500.00	7.07%
2112310 - Student Counseling Services	20,463.86	23,500.00	87.08%
2213300 - Professional Development	1,381.00	3,000.00	46.03%
3320318 - Accounting & Auditing Services	18,674.70	21,000.00	88.93%
3320319 - Legal Services	1,850.00	1,000.00	185.00%
3320340 - Telephone/Internet Services	1,246.77	1,300.00	95.91%
3320360 - Printing/Binding Services	0.00	100.00	0.00%
3420380 - Insurance - Liability/Property	9,031.94	8,560.43	105.51%
3850323 - Technology Maintenance	3,406.58	4,000.00	85.16%
Total Purchased Services	56,584.85	69,960.43	80.88%
Supplies & Materials			
1110410 - Supplies - Classroom	5,305.27	3,750.00	141.47%
1110415 - Montessori Materials - Kinder	243.72	300.00	81.24%
1110416 - Montessori Mat - Lower Elem	121.10	300.00	40.37%
1110417 - Montessori Materials - Upper	0.00	300.00	0.00%
1113410 - Supplies - Specials	471.43	1,100.00	42.86%
1260410 - Supplies - Title I	575.54	800.00	71.94%
2134410 - Supplies - Nurse	186.81	100.00	186.81%
3320410 - Supplies - Office	1,923.89	1,500.00	128.26%
3320414 - Supplies - General	2,673.10	2,000.00	133.66%
3320418 - Postage/Shipping	118.92	200.00	59.46%
3320491 - PTO Expense	66.83	500.00	13.37%
3420492 - Fundraising Expense	2,283.54	500.00	456.71%
1410490 - Student Council	0.00	150.00	0.00%
Total Supplies & Materials	13,970.15	11,500.00	121.48%
Other			
3320640 - Dues & Fees	4,601.80	4,000.00	115.05%
3320641 - PTSB/Background Cks	137.00	250.00	54.80%
3320791 - Director's Fund	443.98	1,000.00	44.40%
4100460 - Breakfast, Snack & Lunch Assist	1,293.53	2,500.00	51.74%
3900791 - Miscellaneous	22,379.54	0.00	0.00%
Total Other	28,855.85	7,750.00	372.33%
Total Expenses	934,919.01	996,835.32	93.79%
Change in Net Assets	56,676.38	11,906.18	
Net Assets at July 1, 2021	268,453.59	268,453.59	
Net Assets at May 31, 2022	\$ 325,129.97	\$ 280,359.77	



## Strategic Planning **DRAFT**

March 2022

Prepared by:



TheAlignTeam.org

# Laramie Montessori School

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## Executive Summary

Laramie Montessori School is a non-profit public charter school serving students from kindergarten through 6<sup>th</sup> grade. In addition, there is a pre-school program offered for children three to five years old. Laramie Montessori School currently operates with 7 board members.

Jody Shields met with Laramie Montessori School Board Members Jana Heisler-White and Tiffany Comer Cook on November 22, 2021, to discuss the Board's desire to obtain a proposal from Align for the development of a new strategic plan. *Disclaimer: Tiffany Comer Cook is employed by Align.*

Align submitted a proposal to the board which was then accepted. Align provided strategic planning services for the Board in 2016. Jody Shields, Vice President for Align, facilitated the planning session which resulted in a 5-year strategic plan, and we are pleased to be able to walk Laramie Montessori School through the process again in the development of a new strategic plan.

On January 12, 2022, Jody met with Board Members Jana Heisler-White, Emily Vercoe, and Tiffany Comer Cook, to learn more about the organization, reconfirm intended outcomes and finalize the logistics of the planning session. In February, a survey was sent out to board members, staff/teachers, and parents. The purpose of the survey was to gather input into the direction of the school as well as its strengths and challenges.


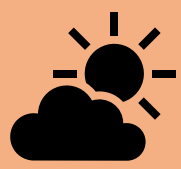



The strategic planning session was held on Saturday, March 26, 2022, in Laramie, Wyoming. Six of seven board members were in attendance in addition to eight staff members, and two parents. By the end of the planning session, the mission had been reviewed, common vision established, and strategic priorities, goals, and year-one action plan developed.

The Strategic Plan, 2022/2023 Action Plan, session notes, and survey results are contained within this report.

# Laramie Montessori School

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## Strategic Priorities

	<b>Increase Family Engagement</b>
	<b>Further Develop Experiential Education</b>
	<b>Build Community Relations</b>
	<b>Strengthen Internal Operations</b>
	<b>Facility Growth</b>

# Laramie Montessori School

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## Goals & Success Indicators

<b>Increase Family Engagement</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
Develop/disseminate parent-interest volunteer form	X			
Hold Fall Open House	X			
Talk with parents about participation in community events	X			
Host two yearly fundraising with parent and student involvement		X		
Make plan to increase attendance at events		X		
Establish parent volunteer program		X		
Re-evaluate progress towards goals and set new milestones/plan			X	
Implement new plan				X

### 2026 Success Indicators:

- Parents actively involved in their child's education, increasing annually

<b>Further Develop Experiential Education</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025-2026</b>
Establish a plan	X			
Outline of Album and building relationships		X		
Gather resources and details of Album			X	
Implementation				X

### 2026 Success Indicators:

- Well-defined program
- Summer/Fridays
- Portfolios Showcase

# Laramie Montessori School

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<b>Build Community Relations</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
Establish marketing committee	X			
Host Spring Community Open House	X	X	X	X
New website and informational brochure about Montessori		X		
Two volunteer opportunities for students within the Laramie community		X	X	X
Identify community partners who contribute to our Montessori mission		X		
Regular, existing advertisement			X	
Integrate into appropriate district activities			X	
Increase engagement through attendance and participation at community events				X

**2026 Success Indicators:**

- All eligible families are aware of Laramie Montessori School
- All classes are at full capacity or have a wait list
- Inclusion in district activities
- Positive perception from the community about Montessori with additional partnerships

<b>Strengthen Internal Operations</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
Define and update job descriptions for each position; update yearly	X	X	X	X
Have well-defined chain of command for staff absences	X	X	X	X
Conduct yearly employee survey and plan to address concerns	X	X	X	X
Increase school security	X			
All teachers and interventionists are Montessori trained				X

**2026 Success Indicators:**

- Have clear and obtainable expectations
- Teachers, family, and staff feel secure



# Laramie Montessori School

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Facility Growth	2022/2023	2023/2024	2024/2025	2025/2026

**2026 Success Indicators:**

# Laramie Montessori School

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## Action Plan: June 2022 to May 2023

<b>Increase Family Engagement</b>		
<b>Goal #1 - Develop/disseminate parent-interest volunteer form</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Develop Parent Interest Form	Kayti	June 1
Send out form	Admin Team	June 15
<b>Goal #2 – Hold Fall Open House to help parents learn about Montessori from children</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Plan the date (end of September/early October)	Leadership Team	June 1
Inform parents of event details	Leadership Team	June 15
Determine activities with a committee/leadership team	Leadership Team	Aug 15
Host the event	Leadership Team	Oct 15
<b>Goal #3 - Talk with parents about participation in community events.</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Determine who is not participating in activities		
Develop communication committee to determine why the lack of participation		
Create Action Plan for increasing involvement	Committee	

<b>Further Develop Experiential Education</b>		
<b>Goal #1 – Establish a plan</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Build a committee	Director	
Compile list of current programs	Committee	
Compile list of future and current needs	Committee	
Research other Montessori or community programs	Committee	
Build partnerships	Committee	

# Laramie Montessori School

<b>Build Community Relations</b>		
<b>Goal #1 – Establish marketing committee</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Bring idea to Board	Tiffany	Apr 2022
Board member assign committee leader	Board	Aug/Sept
Recruit members for committee (UW students, Vista volunteer, parents, staff, board)	Committee Lead	Dec 31
<b>Goal #2 - Host Spring Community Open House</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Identify date	Marketing Committee	Sept
Decide event details (students involved, favorite works, model lessons)	Marketing Committee	Feb
Decide food and beverage options	Marketing Committee	Feb
Advertise	Marketing Committee	<i>Weeks before event</i>
Hold event (prior to school enrollment deadlines)	Marketing Committee	Spring

<b>Strengthen Internal Operations</b>		
<b>Goal #1 - Define and update job descriptions for each position</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Choose Review committee	Director	Aug
Create updated description for each position	Director	Dec
<b>Goal #2 - Have a well-defined chain of command for staff absences</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Create a committee to develop vision and processes/procedures for staff absences		
Create a tool gauge effectiveness	Committee	
<b>Goal #3 - Conduct yearly employee survey and plan to address concerns</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Conduct an anonymous survey to allow for feedback		
Create a plan to address concerns		
<b>Goal #4 – Increase school security</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>
Form a Security committee	Board & Director	Sept.
Find adequate funding for necessary security equipment	Board & Committee	Jan.
Install security equipment	Maintenance	May

# Laramie Montessori School

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<b>Facility Growth</b>		
<b>Goal # 1 –</b>		
<i>Action Items</i>	<i>Lead</i>	<i>Due</i>

# Laramie Montessori School

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## Session Notes

### Attendees

#### **Board Members:**

Jana Heisler-White, Board Chair  
Emily Vercoe, Vice Chair  
Ashlee Kupilik, Secretary  
Megan Hawken, Treasurer  
Tiffany Comer Cook, Member-At-Large

#### **Staff:**

Jeff Verosky, Principal and Ex-Officio Board Member  
Jenny Palm, Teacher  
Kayti Parish, Teacher  
Heidi Kindsvater, Teacher  
Makena Cameron, Teacher  
Kaylie Vendela, Teacher  
Janelle Still, Teacher  
Lindsey Salisbury, School Counselor

#### **Stakeholders:**

Micah Richardson, Parent  
Katie Walton, Parent

#### **Facilitator:**

Jody Shields, Align

### Introductions and Agenda

After introductions and an icebreaker, Jody reviewed the following agenda for the planning session:

- Introductions & Questions
- Outcome
- Reflection Exercise
- Survey Results
- Check in with Mission Statement
- Vision
- Identify Strategic Priorities
- Develop Goals
- Develop 1-Year Action Plan

# Laramie Montessori School

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## Reflection Exercise

Jody asked the group to think back on their time and experience with Laramie Montessori School and write down:

- The successes and accomplishments (high points)
- The challenges and lessons learned (low points)

Each person's responses appear below.

### High Points (Successes)

- Environment (student behavior, staff morale, classroom beautification) has improved tremendously
- Work family – we want to come to work
- Positive staff community
- Staff working together
- Teachers and staff!
- So much love, compassion, and commitment from teachers
- Child-centered commitment
- Meeting the needs of each student
- Teachers are invested in students' progress and well-being
- Growing student population and increased staff
- SIT Team
- Preschool
- All lead teachers are trained
- Teachers fully Montessori trained
- Montessori trained staff
- Low staff turnover
- Solid leadership/SIT Team
- Pre-K integration
- Garden grant
- Garden and Outdoor Ed program
- Outdoor education- garden, climbing wall, field trip
- Field trips/community engagement
- Field trips/Outdoor Curriculum
- Addition of counseling program/office
- Montessori discipline techniques
- Staying positive and functioning at a high level during COVID
- No COVID outbreaks in our school
- WYTOPP test scored improved but staying true to the Montessori philosophy has as well
- Student gains in achievement in Language Arts
- Title Nights

# Laramie Montessori School

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- Graduating Title students
- Family/Social events

## **Low Points: (Challenges)**

- Upper elementary not as Montessori
- Retention of students
- Enrollment in upper elementary needs increased
- Testing scores
- State testing
- Bridge from Montessori to state testing
- Remembering the main focus-following the child-not letting the pressure of scores get in the way
- Increase student achievement in all subjects
- Communications disconnected
- COVID
- COVID obstacles: Parent connection to school
- Increase parent participation in our school (still better than most)
- Variable resources \$\$
- Budget challenges
- Fundraising
- Funding
- Financial limits
- Lots of transition to manage (COVID, staff changes, etc.)
- Staff changes
- Getting a new teaching assistant every year or two
- Communication
- Negative energy from staff
- Building leasing
- Music performances
- Building custodial services need improvement

The group discussed common responses and what caught their attention. The higher number of successes were noted.

# Laramie Montessori School

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## Pre-Event Survey Responses

The survey results were handed out to the group. These results are in the Appendix of this report. Jody asked everyone to review the results individually and then to share with a partner 3-5 things that caught their attention. The key take-aways of this discussion are as follows:

- Communication with parents changed with COVID and has been hard to regain those relationships
- Know when communication is being received by parents, and when it is not
- You know when parents understand the mission (“they get it”)
- Follow the child and understand the mission
- Vision – common idea of expanding to upper grades
- Adding students
- A lot of interest in outdoor education - still needs balance
- Opportunity to build on community and parents volunteers
- Continue Montessori training and support for teachers
- Challenge children – balance to meet where kids are at individually
- Mental health challenges increased with everything that has happened and continues
- Teachers and staff are amazing
- Lack of internal communication
- Lack of community knowledge; reputation can be challenge if community unaware
- Find balance between testing, our philosophy, outdoor education, and academics
- Challenges are opportunities



# Laramie Montessori School

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## Mission Statement Check-In

Jody provided key elements to look for in a mission statement:

- Population served
- Services provided
- Outcome
- Partnerships

The group reviewed the Laramie Montessori School mission statement and identified the key elements (color coincides with above elements).

*Our mission 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.*

The following possible changes were noted:

- Review and update to add a sentence about Pre-K through 6<sup>th</sup> grade
- May need to look at a hybrid model to bridge to state standards
- Maybe eliminate the word “authentic”
- Add a statement about preparing students for the future

Jody encouraged the group to create a small committee of 2-3 people to work on drafting an updated mission statement.

# Laramie Montessori School

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## Vision Exercise

Jody then led the group through a vision exercise asking each person to define what success looks to them in five years. The group was to illustrate that vision with a drawing, quote, dates, achievements, etc.

### **The common themes that developed were:**

- Bigger school – growth, more students, strength, modernize
- Integration of outdoor education/life skills/academics
- Love for life-long learning
- Community support – perception/integration
- Health-happiness-joy-supportive environment
- Pre-K through 8<sup>th</sup> grade – Make sure we have a strong foundation before growth

These common themes above aligned with the most common responses to the vision question on the survey, which were:

- Expand to upper grades
- Permanent, larger building
- Continued growth
- Focus on authentic Montessori environment
- More outdoor time

# Laramie Montessori School

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## Strategic Priorities

Jody asked the group to consider the past discussions and the common vision elements identified and think about the key things the organization needs to focus on doing in order to meet their mission and achieve the vision. Questions to consider:

- What innovative, substantial action will deal with the underlying contradictions and move us toward our vision?
- What is blocking us from reaching this vision?
- How do we remove these obstacles?

This can include programs, projects, initiatives, events, activities, plans, systems, models, etc.

Each person was instructed to write down their responses and then get into pairs to share their ideas. Each pair was then asked to work together to come to consensus on top priorities. Each priority was written on a card and posted on the sticky wall. The participants then grouped the responses into like categories and identified a name for each category. The category name and priority cards are detailed below.

### Family Engagement

- Framework for parent engagement and volunteering
- Parent roles: creating buy-in - If they help build it it's more purposeful and meaningful)
- Communication: Family Events
  - Improve involvement, education, platforms
  - Fundraisers with adult
  - Annual meeting with student involvement (ice cream social)
  - Building parent relationship

### Experiential Education

- Outdoor education – coordinator for outdoor activities
- Outdoor education – more choice, example: hiking or swimming, kids choose which activity
- Outside activities – practical life play spaces
- Small farm – animal/ag space at new facility
- Keep growing the garden!
- Formal outdoor education program
- Fridays: ongoing/individual projects; build on throughout the year to some final presentation
- Enrichment Fridays
- Outdoor education – change robotics to stem: some activities focus on outside activities

# Laramie Montessori School

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## **Community Relations**

- Building relationships
- Community perception
  - Marketing person like Megan
  - “Invite” parents for observations
  - Website, new style, more compatible
  - Brochure? Myths of Montessori?
- Brochure/advertising
- Clearer/stronger presence in our community: advertising, Facebook, farmer’s marketing, freedom has a birthday, craft fair
- Promotion of schools: find ways to meet families where they are
- Education into community – Montessori Days, i.e., farmer’s market

## **Internal Operations**

- Communication: Told when people will be out of the building and how that changes procedures
- Consistent job descriptions
- Consistent treatment of all staff and departments
- Professional development
- Staying true to the Montessori philosophy
- Initiative: Bridge the connection between state expectations and the Montessori vision by keeping communication open and discussions; Integrate testing for students as one aspect of learning
- Student proficiency

## **Facility Growth**

- Exploring options for building space
- Bigger school - \$\$ - increase enrollment
- Bigger school – “scope” building accessibility

# Laramie Montessori School

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## Goals

Planning participants broke into workgroups to develop goals and 2026 success indicators for each of the strategic priorities. Goals were identified by academic year.

### Family Engagement

2022/2023:

- Develop/disseminate parent-interest volunteer form
- Open houses to help parents learn about Montessori from children at the beginning of the school year (*this goal was also identified in Community Relations workgroup, combined in Strategic and Action Plan under Community Relations*)
- Talk to parents about participation in community events. Who doesn't come and why?
- Open house during recruitment for new families to learn about Montessori (Spring)

2023/2024:

- School hosts fundraising events that include parents and students. 1 in the Fall and 1 in the Spring
- Make plan to address Year 1 goal and get people to attend our events
- Establish parent volunteer program

2024/2025:

- Re-evaluate progress towards goals and set new milestones/plan

2025/2026

- Implement new plan

2026 Success Indicator:

- Parents actively involved in their child's education, increasing annually

### Experiential Education

2022/2023:

- Establish a plan

2023/2024:

- Outline of Album and building relationships

2024/2025:

- Gather resources and details of Album

2025-2026

- Implementation

2026 Success Indicators:

- Well-defined program
- Summer/Fridays
- Portfolios Showcase

# Laramie Montessori School

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## Community Relations

2022/2023:

- Establish marketing committee by the Laramie Montessori School Board
- Host one community open house to also then be held annually

2023/2024:

- New website and informational brochure about Montessori
- Two volunteer opportunities for students within the Laramie community, to then be annually
- Identify community partners who contribute to our Montessori mission

2024/2025:

- Regular, existing advertisement
- Integrate into appropriate district activities

2025/2026

- Increase engagement through attendance and participation at community events

Success Indicators for 2026:

- All eligible families are aware of Laramie Montessori School
- All classes are at full capacity or have a wait list
- Inclusion in district activities
- Positive perception from the community about Montessori with additional partnerships

## Internal Operations

2022/2023:

- Define and update job descriptions for each position
- Have well-defined staff absences

2023/2024:

*No goals identified*

2024/2025:

- Review and update job descriptions

2025/2026:

- All teachers and interventionists are Montessori trained
- Entrance security (i.e., door buzzer) and P.A. system installed

Success Indicators for 2026:

- Have clear and obtainable expectations
- Teachers, family, and staff feel secure

# Laramie Montessori School

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## **Facility Growth**

*No goals identified during this planning session. The board will take this up separately at a later date.*

## **Action Plan for 2022/2023**

Each workgroup then worked on the 2022/2023 Action Plan which included action items, timeline and leads for each of the 2022/2023 goals.

## **Next Steps**

Jody informed everyone that she would take the cards/notes from the planning session and develop a draft report and strategic plan. She will meet with strategic plan leadership to finetune the plan and finalize the report.

# Laramie Montessori School

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## Appendix: Pre-Event Surveys Summary

Parent Survey – 14 responses

Teachers/Staff and Board Survey – 14 responses

### Parent Question:

**Why did you choose to send your child(ren) to Laramie Montessori Charter School?**

I think the Montessori education model is a good fit for my child. I also appreciate the ability for her to choose and follow her own interests in learning. She loves learning this way.
the general Montessori philosophy of 'follow the child' which gives a child freedom in learning at their own speed and developing at their own speed. the focus on intrinsic motivation, rather than 'you need to know this for the test and you're only good if you can pass the test.' the small class sizes. the mixed age classrooms.
After visiting a few schools, we felt Montessori provided a unique, hands-on approach to learning that encouraged students to pursue what interests them most and gave students more opportunities to work together. Additionally, Montessori's focus on relationships and working through interpersonal problems felt incredibly valuable.
I wanted a more specialized hands-on educational experience for my child that I don't believe normal public school provides.
Montessori's curriculum
I like the mobility that allows my kids to do reading and math at their level, not necessarily their grade level.
To have an alternative to the regular public school system. To have a space where hands on learning is an integral part of the syllabus.
We liked the idea of a Montessori school for our daughter.
I love Montessori! I have had multiple children in this school and they have been very successful with academics as well as life.
Smaller classes, Montessori method
They excepted her late and I had lots of great recommendations
Only one we found at such late notice.
Because the public school system has a political agenda.



# Laramie Montessori School

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**What do you believe to be the mission (purpose) of Laramie Montessori Charter School?**

Parents:

grow development **child** teach **learning** help kids individual

to teach using the Montessori method, which allows for more holistic and individualized learning methods
I don't know the mission statement but it seems the Montessori philosophy involves promoting wholeness in a child's development, not just academics.
To facilitate engaged and active learning. I'm sure there is more to it, but that is what I would guess.
To help our child discover how she learns and grows best.
To teach kids academically in a way that fosters a love of learning, teaches them where they are at, and follows them as they grow.
To help each child individually grow and learn.
I feel like your guys ' purposes to get kids ready for real life
To help kids learn in regular subjects, as well as grow as people through learning about real life. Making our kids well rounded people.
A more hands on personalized learning environment to suit the needs of each individual child.
to foster a love of learning and an ability to work independently
To recognize each individual child's unique needs and foster learning by focusing on the whole child (utilizing the Montessori method).
To encourage students to find joy in learning
Get kids outside and learning to their full potential.
"to support the development of the whole child through an authentic Montessori environment that honors the child's intrinsic motivation to learn and support each individual's unique intellectual, physical, social and emotional development."

Teachers, Staff and Board:

development development whole child **intrinsic motivation** academic  
**help** social emotional **child** support learn honor  
 whole child emotionally build

# Laramie Montessori School

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## How well do you believe LMCS carries out this mission?

- Very Good = 5
- Good = 4
- Fair = 3
- Poor = 2
- Very Poor = 1

**Parent Rating: 4.43**

**Teacher/Staff and Board Rating: 4.21**

**If you selected “Fair”, “Poor”, or “Very Poor”, please provide additional information regarding your rating.**

### Parent Survey (2 responses):

Since Mr. Mark left, it seems the communication between the school and parents has diminished. I don't think children are being pushed to their full potential. Outdoor activities have less learning value and don't seem to have an object.

I have a child who is in the top end of their class who frequently comes home saying they were bored, and there have been no new works for them to work on. I haven't seen much reception when I, as the parent, have asked for more challenging work to be provided. If this is happening at school, there isn't communication with the parent. Other parents have been told by teachers that teachers are focusing more on the students who are more behind than on the advanced students. I have had difficulty with ensuring my child with anxiety is receiving appropriate emotional support, and have had to constantly request and push for appropriate support.

One “good” rating responded:

- Wish there was less computer game/robotics time and more focus on other practical life skills. All kids learn tech easily enough at home.

### Teacher/Staff and Board Survey (2 responses):

- I believe that as a school we try to honor our school mission. However, too many get caught up in state testing and state standards.
- I think we sometimes put all of the social aspects, which are important, ahead of academics and it causes our students to struggle academically as standards get harder. We need to find a balance.

# Laramie Montessori School

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## Parent Survey:

**What do you believe should be the top three priorities for LMCS within the next few years?**

### *Summary of responses*

- Expand outside learning activities (3)
- Parent engagement, event and educational opportunities (2)
- Classroom/teacher able to full accommodate; more teacher's aides (2)
- Getting kids ready for middle school
- Fostering children's passion for learning
- Developing and fostering children's interpersonal skills
- Providing teachers the supports needed to ensure student learning
- Listen to parent input
- Higher achievement for children
- Math/Reading/Writing
- Fostering an inclusive environment for all students
- Find additional ways to engage community partners in classroom learning
- Continue Montessori style teaching
- Continue to help the kids grown and thrive through additional resources
- Expansion
- Maybe rebrand as a GATE school
- Social skills and people interaction
- Meet each student where they are at
- Keep all the specials
- Add more emphasis on food/gardening
- Hands on learning of life skills
- Allow use of aids (tactile, visual, others)

# Laramie Montessori School

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## Teacher/Staff and Board Survey:

### What is your 5-year vision for LCMS?

- Expand to upper grades (6)
- Permanent, larger building (6)
- Continued growth (5)
- Focus on Montessori learning; authentic Montessori curriculum (5)
- More outdoor time; nature (3)
- Co Support teachers through professional development, recognition, raises and incentives (2)
- Community building among families
- Part of the Laramie education community
- Develop more resource-rich learning experiences
- Become a full Title School
- Full time janitor
- Van for preschool
- Top schools academically
- Offer more opportunities for participation in clubs, sports, activities
- Offer Spanish again
- Pre-schoolers deserve specials time

### What do you think are the school's strengths that will help the organization achieve these priorities?

## Parent Survey:

students peers learning child school opportunity teachers best  
kids preschool Great

### What do you think are the school's strengths and/or opportunities that can help achieve this vision?

## Teachers/Staff and Board Survey:

dedicated always school Great Montessori help staff teachers Work  
Montessori trained trained

# Laramie Montessori School

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**What do you think are challenges or weaknesses that must be addressed to achieve these priorities or vision?**

*Common themes*

**Parent Survey:**

- Lack of building space
- Harnessing parent volunteers, engagement
- Lack of community knowledge about Montessori
- Time and resources

**Teachers/Staff and Board:**

- Lack of building space
- Montessori philosophy and district/public school requirements
- Lack of community knowledge/understanding of Montessori
- Internal communication issues, internal tensions
- Financial resources