

Laramie Montessori Board of Trustees
Regular Board Meeting Minutes
November 4, 2020
Via Zoom
6:30 PM

I. Opening (6:30) – Jana Heisler-White

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 – Jana Heisler-White shared that her 1st grader sometimes struggles with remembering all items that are needed for school. He came up with idea of drawing pictures and writing words to remember his items.
- B. Roll Call- All board members are present
- C. Approval of Agenda* Will need to revise the date to 4 November and add the revised August minutes for approval.

II. Minutes-

- A. Approval of Minutes, Board Meeting September 24, 2020
- B. Approval of Revised Minutes, Board Meeting 27, August 2020

III. Audience Communication

Carol Kobulnicky & Josh Sainz are here on behalf of Montessori children's house board and will speak during the second audience communication portion.

- A. Teacher Representative-n/a
- B. Open communication- n/a

IV. Financial Report

- A. Review and Board Action to approve Financial Reports from August 2020
August appears to be a normal spending month. Percentages will not be accurate at this point, as we are going to be approving a new budget.

New lease- LMCS recouped all of the monies that we are going to get back. There was an itemized list for painting and other maintenance, and we were reimbursed about ½ of monies for those items, as well as July & August rent, custodial, & custodial supplies.

- B. Review and Board Action to approve Financial Reports from September 2020
Normal spending month. Percentages will not be accurate at this point, as we are going to be approving a new budget.
- C. Review and Board Action to approve 2020-2021 Revised Budget

Significant changes are as follows;

Part of the funding for the lease comes from LMCS and part comes from ADM. ADM is up from what Ed ACSD had given us previously.

PD hasn't been an issue due to the pandemic, but we need to think about the funding during funding cuts. The State of Wyoming has said to anticipate further cuts next year. Norman and Jeff have had some preliminary discussions about budget cuts.

How are we tracking cares act funding? It goes through ACSD #1. Monies were distributed to the state of Wyoming, the state of Wyoming distributed it to school districts, and based on LMCS ADM they gave a figure on what funds we have. Orders go through ACSD #1, they make purchases, and purchases get shipped to LMCS.

There have been discussions on how to effectively spend \$4,000.00 in funds. Purchases have to be directly related to COVID-19. Quite a few items have been ordered through the Technology CARES Act funding. The district administrative team discussed which items were needed and ordered, Chromebooks, tablets, mics, cameras, interactive displays. Etc. CARES Act funding needs to be spent by the end of the year.

When considering additional or alternate funding a stimulus package was mentioned. The Open School, in years past, has successfully turned a PPE loan into a grant. Jana suggested touching base with our bank to see if that would be a prudent decision.

V. Reports

A. Director's Report – Jeff Verosky

A large update with combined reports from Jeff and Bronwyn was sent out to parents. Enrollments are up and down. The current enrollment is 63 students, and there have been additional enrollment inquiries. Parent Teacher Conferences were held exclusively via Zoom. Teachers reported that it went well and they enjoyed doing it that way. Conference attendance rate was 84%. The goal for winter and spring conferences will be to get the percentage higher.

COVID Update- We have not had a case of COVID in our school. We have had some exposures that happened outside of school. The newsletter contained COVID-19 steps, rules and guidelines. Two staff members have been exposed to someone who had COVID-19, but have tested negative. There is currently one staff member in quarantine and four students who have been exposed and quarantined, two of those students were exposed at daycare. A call was received from the daycare to inform us, and the Department of Health, and they deemed the Montessori students not have to quarantine due to state health parameters.

We have in person and virtual and everything seems to be going well.

What is the possibility of COVID-19 testing through the District? The District has not responded, but we have spoken to the Department of Health via email and we are trying to get involved in that. Iverson Memorial Hospital is offering drive through testing. Josh Kaffer suggested that families could order free Vault tests. Wyoming Governor, Mark Gordon, used CARES Act funds for the testing program.

Randall Wilkison & Cheryl Spitler are running District COVID testing. Jeff will reach out to them to see if there is a way for them to include LMCS staff.

LMCS teacher have been doing lesson plans for virtual and in person students and have worked diligently to support students and families. Jeff has decided to give back to the staff by giving them an extra day, Tuesday, off for Thanksgiving Break, which they will make up later in the year.

We previously discussed the possibility of Montessori Preschool moving into Laramie Montessori Charter School as early as next year. Jeff got more info as per our request at the last Board Meeting. He got with the state and school wide title will allow us to support a preschool. All children are eligible to be served and we could offer preschool to everyone in ACSD. Additional steps to absorb preschool into our school would include submitting an amendment to address program and funding changes. We would need to ensure that this is reflected in next year's budget. As targeted assistance can use all or part of allocation, identify children who are most at risk of low achievement, family income can be used as one basis for eligibility but not for the sole basis.

Do we have certain students that need to be included? No. There are no restrictions in a school wide Title program. Same as answer to the above.

We can put restrictions on it but we do not have restrictions put on us. Jeff shared this with Title teacher, she agrees and is wanting to move from target assistance to schoolwide Title.

Carol & Josh (PK) want to know what their next steps should be. They are on a timeline for what they need to plan for based on board meetings coming up.

LMCS would not receive ADM for PK kids and we would have to discuss charging a tuition. Kindergarten is currently split between two classrooms, but could be moved to one classroom to make room for a preschool class. Jeff is looking into whether or not there are grants for preschool students or if it would be a cost LMCS would have to absorb. Ideally, Makena would be the primary preschool and kindergarten teacher and we would add additional assistant teachers to kindergarten and preschool classes.

There are rules such as, preschool cannot share a playground with other children. We are not yet sure if this means there has to be a separate playground, or a separate recess time.

If we cannot move from targeted to Title I schoolwide. Title and kindergarten would still like to entertain including preschool, as they feel it would still be a benefit for the school. Adding preschool would help us in moving towards a more typical Montessori model.

We need to find out what avenues are available for funding if we do not get approved to be a full Title school. Adding PK would be moving towards a more typical mont model.

An ad hoc committee will need to be started to study this. What is our mission? What are the critical questions and considerations? How would that meld? A charter would need to be written by ad hoc committee.

Carol K. – There were financial concerns when Montessori Preschool was a non-profit, as it was not sustainable. We found ourselves with a razor thin margin. COVID impacted us, as well as all 3 staff members moving out of state, and that factored into them not reopening. I believe that it was not financially sustainable because of overhead costs and not being able to build in efficiencies, because they were so small. A sliding fee scale with discounted tuition would be ideal for LMCS to support a preschool. LMCS would be able to afford it, as it's a bigger school.

Daniels fund application- Children's house can open in June- program officer – could provide upstart costs. Could write a grant to have co-teachers trained. LMCS was started with Daniel's fund

Securing community partners would be pertinent. Carol is willing to send us some potential partners. If Montessori PK were to pursue reopening they would have to start getting ready asap.

Preliminary discussions – We are looking at it as a cost savings, the TAs would be in each classroom and lead teacher would “roam” in between classrooms.

Carol mentioned that they currently have an entire pk in storage and would be willing to assist with readying the room.

Next step is to develop a charter and that group’s goal. Who would be on the ad hoc committee? Makeup and purposes. Timeline for it to exist. Bring recommendations to board Can review document, provide input, revise if necessary and approve for ad hoc committee to function.

Josh Kaffer, Heidi, Makena, and Jeff for ad hoc committee.

Josh motions for ad hoc committee to pursue the feasibility to start a PK program at LMCS.

B. Ad hoc Charter Renewal Committee

Had to change scheduled meeting due to illnesses. We have a poll for the next meeting date. November meeting (BOARD MEETING) will need to schedule a special meeting to discuss what has happened at the Ad Hoc meeting.

C. Committee Reports:

PTO- put together a trunk or treat and Josh put together a trick or treat at the skate park. Sean and Samira and teacher reps Jeff and Makena are on PTO the board. The PTO is currently in need of a treasurer and another officer or two.

Accountability (Jana)- n/a

Nominating; n/a

Grievance; n/a

Policy and Planning (Josh) – n/a

Finance (Megan)- Met on 20th, talked about budget, financials, and credit card. The credit card will be here in 2 days and Norman will do a mandatory training on the credit card tomorrow.

Facilities (Josh) n/a

Resource Development (Jana) n/a

Marketing (Ashlee) n/a

VI. Audience Communication II- above

VII. New Business

- A. Review and Board Action to approve LMCS Board of Trustees Federal Policy Statements (Need to include in packet and table for next meeting)

Reviewing the grievance policy. There were a number of shortcomings. They rewrote the policy and looked at it in July or August. Board felt comfortable with contents. Sent to Megan Hayes and she had comments, mostly in review of public policies. Megan and Jana are working on changing language and trying to mesh historic policy, etc. Megan then reviewed all policies and has recommended some changes. Board of Trustees Federal Policy statement. These will be included in parent and student handbook. We can review and do a Doodle Poll to approve policy statement, student and parent handbook. Board approval, 45-day comment period, then final approval.

- B. Review and Board Action to approve updated Parent-Student Handbook

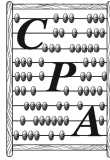
Megan looked it over for the legality. No major changes in either document. Changed some dates, procedures, and there were a couple of changes under discipline--- procedures a major incident would take. All changes were sent to Megan and she said everything looked good. Most changes were under immunizations (pg. 22) There have been changes over the past few years. (pg. 26) confirmed immunization requirements.

- C. Review and Board Action to approve updated Personnel Handbook

One thing that is missing is grievance policy and Jeff put into handbook that that will be approved by the schoolboard and can do an addendum.

VIII. Adjourn

**Consent agenda items- items approved simultaneously with approval of agenda, unless exceptions are noted.*



CPA GROUP OF LARAMIE, LLC

DUNNUCK · 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 October 31, 2020 and the related statement of activities and cash flows for the one and four 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.

Management has elected to omit the statements of changes in net assets, functional expenses, and substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the statements of changes in net assets, functional expenses, and the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's financial position, results of operations, change in net assets, and cash flows. Accordingly these financial statements are not designed for those who are not informed about such matters.

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.

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Members: American Institute of Certified Public Accountants and Wyoming Society of CPA's

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
November 12, 2020

LARAMIE MONTESSORI SCHOOL, INC.

STATEMENT OF NET ASSETS

OCTOBER 31, 2020

ASSETS

Current Assets

Cash and Checking Accounts - Operating	\$	188,625.88
Savings Account - Operating		118,704.82
Cash and Checking Accounts - Restricted		67,513.82
Total Cash		<u>374,844.52</u>

Other Current Assets

Prepaid expenses		0.00
Other Current Assets		120.17
Total Current Assets		<u>374,964.69</u>

Non-Current Assets

Property and Equipment		32,976.25
Less Accumulated Depreciation		32,976.25
Net Property and Equipment		<u>0.00</u>

Total Assets

374,964.69

LIABILITIES

Current Liabilities

Accounts Payable	\$	12.72
Payroll Taxes and Benefits Payable		16,706.56
Current Portion of Long-Term Liabilities		25,720.95
Total Current Liabilities		<u>42,440.23</u>

Total Liabilities

42,440.23

NET ASSETS

Unrestricted		<u>332,524.46</u>
Total Net Assets		<u>332,524.46</u>

Total Net Assets and Liabilities

\$ 374,964.69

LARAMIE MONTESSORI SCHOOL, INC.
STATEMENT OF ACTIVITIES
FOR THE ONE AND FOUR MONTHS ENDED OCTOBER 31, 2020

Revenue, Gains and Other Support	
Contributions and Donations	\$ 2,249.99
PTA Income	0.00
Fundraising	35.00
Fnd Prg - Charter School Adjustment	313,812.20
Major Maintenance	0.00
SFC Lease Payment	185,876.00
Title I Revenue	0.00
Charter School Grant	0.00
Interest	74.08
Other Grants	1,155.00
Total Revenue, Gains & Other Support	503,202.27
Expenses	
Capital/Facilities	111,063.15
Payroll	264,992.84
Purchased Services	22,677.04
Supplies & Materials	5,259.15
Other	7,423.35
Total Expenses	411,415.53
Change in Net Assets	91,786.74
Net Assets at July 1, 2020	240,737.72
Net Assets at October 31, 2020	\$ 332,524.46

LARAMIE MONTESSORI SCHOOL, INC.
STATEMENT OF CASH FLOWS
FOR THE ONE AND FOUR MONTHS ENDED OCTOBER 31, 2020

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ 91,786.74
Adjustments to reconcile change in net assets to net cash from operating activities:	
Depreciation	53.32
(Increase) or decrease in accounts receivable	0.00
(Increase) or decrease in other current assets	0.00
Increase or (decrease) in accounts payable	12.72
Increase or (decrease) in other current liabilities	<u>-8,057.71</u>
Total Cash from Operating Activities	<u>83,795.07</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>-2,678.00</u>
Net cash from financing activities	<u>-2,678.00</u>
Net Change in Cash	<u>81,117.07</u>
CASH	
Beginning	<u>293,727.45</u>
Ending	<u>\$ 374,844.52</u>

LARAMIE MONTESSORI SCHOOL, INC.
SCHEDULE I: STATEMENT OF ACTIVITIES BUDGET COMPARISON
 FOR THE ONE AND FOUR MONTHS ENDED OCTOBER 31, 2020

	Actual	Annual Budget	Actual % of Annual Budget
Revenue, Gains and Other Support:			
81511 - Interest Income - General Fund	\$ 53.91	\$ 300.00	17.97%
81521 - Interest Income - Major Maintenance	20.17	200.00	10.09%
81790 - Student Council	0.00	500.00	0.00%
81921 - Contributions & Donations - Individuals	2,249.99	3,000.00	75.00%
81927 - PTA Income	0.00	1,500.00	0.00%
81929 - Fundraising Income	35.00	6,000.00	0.58%
83111 - Fdn Prg - Charter School Adjustment	313,812.20	889,565.00	35.28%
83291 - SFC Lease Payment	185,876.00	118,502.00	156.85%
84206 - Title 1	0.00	94,000.00	0.00%
85612 - Other Grants	1,155.00	3,500.00	33.00%
Total Revenue, Gains & Other Support	<u>503,202.27</u>	<u>1,117,067.00</u>	45.05%
Expenses:			
Capital/Facilities			
1110500 - Equip/Furnishings - Classroom	0.00	500.00	0.00%
3320500 - Equip/Furnishings - Admin/Gen	233.48	500.00	46.70%
3420570 - Depreciation Expense	53.32	1,000.00	5.33%
3850500 - Equip/Furnishings - Info Tech	2,085.02	5,000.00	41.70%
5000325 - Facilities Rental	108,129.41	118,502.00	91.25%
6100620 - Interest Expense	561.92	1,500.00	37.46%
Total Capital/Facilities	<u>111,063.15</u>	<u>127,002.00</u>	87.45%
Payroll			
1110111 - Salaries - Teachers	83,557.04	251,000.00	33.29%
1110113 - Salaries - Assistant Teachers	17,941.60	73,000.00	24.58%
1110119 - Salaries - Tutoring	0.00	500.00	0.00%
1110120 - Salaries - Substitutes	759.50	6,000.00	12.66%
1113111 - Salaries - Specials	14,097.20	46,000.00	30.65%
1260111 - Salaries - Title I Teacher	30,626.65	77,000.00	39.77%
3320110 - Salaries - Administration	33,981.02	92,000.00	36.94%
3321110 - Salaries - Director	28,333.32	85,000.00	33.33%
3000210 - Support Svcs - Social Security	12,951.12	39,300.00	32.95%
3000215 - Support Svcs - Medicare	3,028.92	9,200.00	32.92%
3000200 - Support Svcs - Wyo Retire Sys	20,365.42	62,300.00	32.69%
3000230 - Support Svcs - Health Insurance	15,243.02	70,000.00	21.78%
3000240 - Support Svcs - Worker's Comp	3,290.16	11,500.00	28.61%
3000250 - Support Svcs - Wyo Unemployment	817.87	5,200.00	15.73%
Total Payroll	<u>\$ 264,992.84</u>	<u>\$ 828,000.00</u>	32.00%

LARAMIE MONTESSORI SCHOOL, INC.
SCHEDULE I: STATEMENT OF ACTIVITIES BUDGET COMPARISON
 FOR THE ONE AND FOUR MONTHS ENDED OCTOBER 31, 2020

Purchased Services			
1110334 - Field Trips	\$ 0.00	1,000.00	0.00%
2112310 - Student Counseling Services	3,303.11	28,000.00	11.80%
2210312 - Montessori Consultants	0.00	1,000.00	0.00%
2213300 - Professional Development	470.80	3,000.00	15.69%
2213003 - Montessori Certification Training	0.00	1,000.00	0.00%
3320318 - Accounting & Auditing Services	3,776.64	22,000.00	17.17%
3320319 - Legal Services	3,367.00	8,000.00	42.09%
3320325 - Equipment Rental & Maint	0.00	750.00	0.00%
3320340 - Telephone/Internet Services	329.74	1,250.00	26.38%
3320350 - Advertising/Recruit/PR/Market	547.00	500.00	109.40%
3320360 - Printing/Binding Services	39.75	150.00	26.50%
3420322 - Custodial Services	0.00	23,000.00	0.00%
3420323 - Repairs & Maintenance	0.00	800.00	0.00%
3420380 - Insurance - Liability/Property	8,560.43	8,000.00	107.01%
3850323 - Technology Maintenance	2,282.57	5,000.00	45.65%
Total Purchased Services	<u>22,677.04</u>	<u>103,450.00</u>	<u>21.92%</u>
Supplies & Materials			
1110410 - Supplies - Classroom	1,120.35	5,000.00	22.41%
1110414 - Supplies - Academic Testing	0.00	0.00	0.00%
1110415 - Montessori Materials - Kinder	398.40	750.00	53.12%
1110416 - Montessori Mat - Lower Elem	185.57	750.00	24.74%
1110417 - Montessori Materials - Upper	1,484.50	750.00	197.93%
1110420 - Books - Classroom	0.00	200.00	0.00%
1113410 - Supplies - Specials	70.63	400.00	17.66%
1113415 - Materials - Specials	73.04	3,700.00	1.97%
1113420 - Books - Specials	0.00	200.00	0.00%
1260410 - Supplies - Title I	589.55	1,200.00	49.13%
2134410 - Supplies - Nurse	20.64	150.00	13.76%
3320410 - Supplies - Office	108.50	4,000.00	2.71%
3320414 - Supplies - General	1,185.97	4,000.00	29.65%
3320418 - Postage/Shipping	22.00	300.00	7.33%
3320491 - PTO Expense	0.00	1,500.00	0.00%
3420451 - Natural Gas	0.00	12,000.00	0.00%
3420452 - Electricity	0.00	2,000.00	0.00%
3420457 - Water/Sewage/Garbage/Mosquito	0.00	5,000.00	0.00%
3420492 - Fundraising Expense	0.00	1,000.00	0.00%
1410490 - Student Council	0.00	550.00	0.00%
4300490 - Garden	0.00	500.00	0.00%
Total Supplies & Materials	<u>5,259.15</u>	<u>43,950.00</u>	<u>11.97%</u>
Other			
3320640 - Dues & Fees	1,776.28	2,500.00	71.05%
3320641 - PTSB/Background Cks	163.00	150.00	108.67%
3320791 - Director's Fund	0.00	750.00	0.00%
4100460 - Breakfast, Snack & Lunch Assist	451.07	8,000.00	5.64%
3900791 - Miscellaneous	5,033.00	0.00	0.00%
Total Other	<u>7,423.35</u>	<u>11,400.00</u>	<u>65.12%</u>
Total Expenses	<u>411,415.53</u>	<u>1,113,802.00</u>	<u>36.94%</u>
Change in Net Assets	91,786.74	3,265.00	
Net Assets at July 1, 2020	<u>240,737.72</u>	<u>240,737.72</u>	
Net Assets at October 31, 2020	\$ <u>332,524.46</u>	\$ <u>244,002.72</u>	



Laramie Montessori Charter School

608 South 4th Street, Laramie, Wyoming 82070

Phone: 307-742-9964

Fax: 307-742-2858

“One test of the correctness of educational procedure is the happiness of the child.”

Maria Montessori

November 2020 Board Report

Enrollment Summary (as of 11/13/2020)

• Kindergarten 13 students (11 in-person / 2 virtual)

• Lower Elementary 26 students (22 in-person / 4 virtual)

● 1st Grade 12

● 2nd Grade 7

● 3rd Grade 7

• Upper Elementary 23 students (17 in-person / 6 virtual)

● 4th Grade 8

● 5th Grade 10

● 6th Grade 6

Total Students 62 students (50 in-person / 12 virtual)

Director Goal & Priority List for the 2020-21 School Year

- A. LMCS Student, Teacher & Staff Safety Plan (working document)...made revisions & updates with staff on hall transitions, recess and use of outside areas during the day.
- B. Build multi-tiered plan with staff & board to ensure smooth transition into a change in the school year due to COVID.....hoping this is not needed, but have made virtual plans and have made revisions after working with some parents on plan best for kids, teachers and parents.
- C. Work to ensure students show at least one years growth over the school year...all students have taken their benchmark tests this month, classroom teachers & Title staff are using this data to target areas each individual student are scoring low in to help the student improve in those areas.
- D. Ensure consistent school & director communication with all stakeholders...I work with Bronwyn to send out a weekly school news update to parents around Thursday or each week. I also send out a Director's Update each month during the first week of the month.
- E. Grow Student Enrollment count up to start of the 2021-22 school year

- F. Fulfill requirements for LMCS to become a Full Title School...application accepted by the state WDE and will now work this year to fulfill all the requirements of the application. If accepted as School wide title, would start the 2021-22 school year.
- G. Retention of & Training for all highly qualified staff...Our Staff Development Day on Monday, November 23rd will include multiple trainings for technology and Montessori teaching methods.
- H. Work with Board to secure permanent space for LMCS in Laramie

DRAFT

LMCS ~~Charter Renewal~~ Preschool Exploration Committee

Ad hoc committee of Board of Trustees

~~August 27~~ November ??, 2020

This charter hereby establishes the Laramie Montessori Charter School (LMCS) Preschool Exploration Committee ~~Charter Renewal committee~~, which will explore the establishment of an in-house preschool under Title 1 . . . facilitate the Authorizer Renewal Process.

The purpose of the Preschool Exploration Committee ~~Charter Renewal committee~~ is to explore and document all requirements and relevant considerations for opening an in-house preschool ~~facilitate contract renewal for further operation of the School~~. The committee will be composed of members who will be active participants of the process. The membership of the committee will be composed of the School Director, 1-2 ~~current~~ Board of Trustee members, the Title 1 instructor, the Kindergarten teacher, and at least one representative of the Montessori Children's House of Laramie. ~~1 current LMS staff, and 1 current LMCS parent/caregiver.~~ The committee will self-designate the roles of Chair and Notetaker. The committee will communicate with the Board of Trustees through the Chair of the Board of Trustees and through regular written reports to the Board.

The committee will be the lead for efforts to investigate what will be needed to establish a new preschool. ~~the charter renewal process.~~ The Chair of the committee will be responsible for setting meeting dates and times, ensuring all members are invited to every meeting, and providing an update to the Board in time for each monthly Board meeting. The Notetaker of the committee will be responsible for maintaining the records of committee meetings.

The committee timeline:

~~September~~ November 2020: Committee members will be designated.

December 2020: The first committee meeting will be held and roles will be designated. A more detailed timeline will be developed by the committee to set milestones for a draft document.

It is expected that the community will meet monthly ~~(October and November)~~ and progress reports will be provided to the Board.

~~March 2020: Committee will submit recommendations to the Board.~~ November 2020: The Board will hold a Special Session to review and discuss the Draft Charter document.

~~December 2020: Draft Charter is submitted to Albany County School District for review.~~

~~January 2020: Revisions are made and a final Charter is produced and submitted.~~

~~This committee will be dissolved when the LMS Charter contract for the 2021-2026 school year is signed.~~