

Laramie Montessori Board of Trustees Regular Board Meeting Minutes

March 25, 2021 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 – Miss Katie shared a story about robotics and how the kids organized the game and set up the rules.

B. Roll Call- Ashlee Kupilik is not present, Jana Heisler-White, Josh Kaffer, Meghan Hawken, and Jeff Verosky are present.

C. Approval of Agenda*

Megan moved to approve the agenda, Josh seconded the motion, motion passed.

II. Minutes

A. Approval of Minutes, Board Meeting February, 2021

Megan moved to approve the minutes, Josh seconded the motion, motion passed.

III. Audience Communication

A. Teacher Representative- Heidi let the Board know that teachers and students were gearing up for WyTopp, which starts on 20 April 2020, by doing practice modules, and other preparations.

Janelle stated that the year has flown by and she feels especially supported this year by the community.

B. Open communication n/a

IV. Monthly Financial Report

A. Review and Board Action to approve February 2021 Financial Report

LMCS has used approximately 67% of this year's budget. Norman has implemented some cost-cutting solutions.

Meghan moved to approve the financial report, Josh seconded the motion, motion passed.

V. Development of 2021-2022 Budget

With budget cuts, it is a possibility that field trips, Montessori materials, subs, accounting, LMCS attorney and legal fees, and some small ticket items will be affected. Norman should get next year's budget numbers in July. Possible cuts and options will be put together by Norman and voted on by the BOT next month, then again in July.

Montessori will be looking into different grants and fundraisers to help with next year's budget.

VI. Reports

A. Director's Report – Jeff Verosky

One student who joined mid-year decide to return to Laramie Middle School. We have 6 students who have remained virtual, two of whom will return to in-person learning next week.

Title One math night was a great success. It was well planned and executed in a safe and fun manner.

Progress reports will be put together and sent out soon for the end of the 3rd quarter.

The 2021-2022 calendar was approved by Albany County School District #1. The calendar was distributed to LMCS staff and they were tasked with looking it over for possible changes to be made.

Kindergarten Round-Up- reached out to parents of preschoolers and will have a Zoom open house next Tuesday at 6:00 p.m. for potential students. We have begun advertising and putting together a nice PowerPoint for parents. There is a growing list of interested families and we have already given a couple of tours.

LMCS lottery will be held on 7 April 2021. 16 April 2021 is a professional development day and there are several speakers lined up. The ACSD #1 Director of Technology, Sean Moore, will be going over new technology. DFS Director for Albany County will update staff on ways to utilize DFS services.

Jeff asked if the Board would like a written report instead of a verbal report and the Board approved having a written report rather than a verbal report.

B. Ad hoc Charter Renewal Committee

There are very few changes that need to be made. The ACSD #1 BOT will vote on 14 April 2021. LMCS teachers showed up and commented during the last meeting and we were very grateful for their support. The work meeting was an interesting and supportive conversation.

C. Ad hoc Preschool Exploration Committee

The packet from DFS was received and Norman has started putting it together. Enrolling 3-7 preschool students should offset costs and let us come out even. After we get an answer from the legislature we will move focus to advertising.

There has been a lot of positive feedback concerning adding a Montessori Preschool. Norman has run everything with a \$615.00 tuition, house of operation, and ACS#1 could provide food. We would need a commercial refrigerator/freezer unit.

D. Committee Reports:

PTO

Accountability (Jana)

Nominating – There has been at least one application received.

Policy and Planning (Josh)

Finance (Megan) – Finance met on Tuesday and looked at workers comp. It is an all-or-nothing deal and it was decided that it should be kept. Different accountants are being vetted and there is a more financially sustainable option that would be quarterly, rather than monthly. Norman would pick up the monthly accounting.

Facilities (Josh)

Resource Development (Jana)

Marketing (Ashlee)

VII. Audience Communication II

The students would like to paint the playground and shed, which would have an estimated cost of \$700.00. LMCS will need to discuss with the

church the upgrading of the playground, fire alarm, and gym floor, since we have a full-service lease.

VIII. New Business

A. Review and Update of LMCS Policy Documents

We need to go through all references in the charter and update them.

IX. Old Business

A. Director Annual Review Process and Timeline

The Director Annual Review is incredibly detailed and might need to be changed in the future. A parent input survey has been sent out. We will have a Special Executive Session on April 4th or 5th in the evening.

B. Grievance Policy

Bylaws need to be revised to reflect the change to the Grievance Policy this summer, along with other amendments to the bylaws.

X. Adjourn

Megan made a motion to adjourn, Josh seconded the motion, motion passed.

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

Special Board Meeting Meeting 6 April 2021

LMCS mission

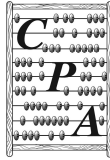
Roll Call – Josh Kaffer, Jana Heisler-White, Meghan Hawken, Ashlee Kupilik, Jeff Verosky is not present.

Josh moved to approve the agenda, Meghan seconded the motion, motion passed.

Josh moved to move into executive session to address a personnel issue under Wyoming Statute 16-4-05.

Josh moved to exit executive session, Meghan seconded the motion, motion passed.

Josh moved to adjourn, Meghan seconded the motion, motion passes.



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 March 31, 2021 and the related statement of activities and cash flows for the one and nine 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.

1273 N. 15th Street, Suite 121 • Laramie, WY 82072

Tel (307)745-7241 • Fax (307)745-7292 • E-mail: info@cpalaramie.com

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
April 8, 2021

LARAMIE MONTESSORI SCHOOL, INC.

STATEMENT OF NET ASSETS

MARCH 31, 2021

ASSETS

Current Assets

Cash and Checking Accounts - Operating	\$	175,813.76
Savings Account - Operating		109,273.63
Cash and Checking Accounts - Restricted		67,526.69
Total Cash		<u>352,614.08</u>

Other Current Assets

Prepaid expenses		0.00
Other Current Assets		53.52
Total Current Assets		<u>352,667.60</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

354,167.60

LIABILITIES

Current Liabilities

Accounts Payable	\$	0.00
Payroll Taxes and Benefits Payable		8,244.41
Current Portion of Long-Term Liabilities		16,478.14
Total Current Liabilities		<u>24,722.55</u>

Total Liabilities

24,722.55

NET ASSETS

Unrestricted		<u>329,445.05</u>
Total Net Assets		<u>329,445.05</u>

Total Net Assets and Liabilities

\$ 354,167.60

LARAMIE MONTESSORI SCHOOL, INC.
STATEMENT OF ACTIVITIES
FOR THE ONE AND NINE MONTHS ENDED MARCH 31, 2021

Revenue, Gains and Other Support	
Contributions and Donations	\$ 609.91
Student Council Income	147.95
Fundraising	1,369.77
Fnd Prg - Charter School Adjustment	771,753.66
Major Maintenance	0.00
SFC Lease Payment	185,876.00
Title I Revenue	72,980.70
Charter School Grant	0.00
Interest	110.44
Other Grants	<u>1,155.00</u>
Total Revenue, Gains & Other Support	<u>1,034,003.43</u>
Expenses	
Capital/Facilities	286,450.16
Payroll	596,593.55
Purchased Services	49,656.58
Supplies & Materials	8,729.29
Other	<u>9,172.52</u>
Total Expenses	<u>950,602.10</u>
Change in Net Assets	83,401.33
Net Assets at July 1, 2020	<u>246,043.72</u>
Net Assets at March 31, 2021	<u>\$ <u>329,445.05</u></u>

LARAMIE MONTESSORI SCHOOL, INC.
STATEMENT OF CASH FLOWS
FOR THE ONE AND NINE MONTHS ENDED MARCH 31, 2021

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ 83,401.33
Adjustments to reconcile change in net assets to net cash from operating activities:	
Depreciation	119.97
(Increase) or decrease in accounts receivable	0.00
(Increase) or decrease in other current assets	0.00
Increase or (decrease) in accounts payable	0.00
Increase or (decrease) in other current liabilities	<u>-23,009.67</u>
Total Cash from Operating Activities	<u>60,511.63</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>-1,625.00</u>
Net cash from financing activities	<u>-1,625.00</u>
Net Change in Cash	<u>58,886.63</u>
CASH	
Beginning	<u>293,727.45</u>
Ending	<u>\$ 352,614.08</u>

LARAMIE MONTESSORI SCHOOL, INC.
SCHEDULE I: STATEMENT OF ACTIVITIES BUDGET COMPARISON
 FOR THE ONE AND NINE MONTHS ENDED MARCH 31, 2021

	Actual	Annual Budget	Actual % of Annual Budget
Revenue, Gains and Other Support:			
81511 - Interest Income - General Fund	\$ 77.40	\$ 300.00	25.80%
81521 - Interest Income - Major Maintenance	33.04	200.00	16.52%
81790 - Student Council	147.95	500.00	29.59%
81921 - Contributions & Donations - Individuals	609.91	5,000.00	12.20%
81927 - PTA Income	0.00	1,500.00	0.00%
81929 - Fundraising Income	1,369.77	6,000.00	22.83%
83111 - Fdn Prg - Charter School Adjustment	771,753.66	896,606.00	86.08%
83291 - SFC Lease Payment	185,876.00	185,876.00	100.00%
84206 - Title 1	72,980.70	97,846.20	74.59%
85612 - Other Grants	<u>1,155.00</u>	<u>4,655.00</u>	24.81%
Total Revenue, Gains & Other Support	1,034,003.43	1,198,483.20	86.28%
Expenses:			
Capital/Facilities			
1110500 - Equip/Furnishings - Classroom	0.00	100.00	0.00%
3320500 - Equip/Furnishings - Admin/Gen	233.48	233.48	100.00%
3420570 - Depreciation Expense	119.97	1,000.00	12.00%
3850500 - Equip/Furnishings - Info Tech	2,085.02	2,085.02	100.00%
5000325 - Facilities Rental	283,211.18	283,210.92	100.00%
6100620 - Interest Expense	<u>800.51</u>	<u>1,000.00</u>	80.05%
Total Capital/Facilities	286,450.16	287,629.42	99.59%
Payroll			
1110111 - Salaries - Teachers	188,003.34	251,000.00	74.90%
1110113 - Salaries - Assistant Teachers	46,691.65	69,000.00	67.67%
1110119 - Salaries - Tutoring	0.00	500.00	0.00%
1110120 - Salaries - Substitutes	2,003.52	6,000.00	33.39%
1113111 - Salaries - Specials	33,111.05	45,500.00	72.77%
1260111 - Salaries - Title I Teacher	64,693.30	82,520.00	78.40%
3320110 - Salaries - Administration	71,917.02	93,000.00	77.33%
3321110 - Salaries - Director	63,749.97	85,000.00	75.00%
3000210 - Support Svcs - Social Security	29,298.31	39,100.00	74.93%
3000215 - Support Svcs - Medicare	6,852.05	9,200.00	74.48%
3000200 - Support Svcs - Wyo Retire Sys	45,961.27	62,100.00	74.01%
3000230 - Support Svcs - Health Insurance	33,619.09	49,000.00	68.61%
3000240 - Support Svcs - Worker's Comp	7,526.79	11,500.00	65.45%
3000250 - Support Svcs - Wyo Unemployment	<u>3,166.19</u>	<u>6,000.00</u>	52.77%
Total Payroll	\$ 596,593.55	\$ 809,420.00	73.71%

LARAMIE MONTESSORI SCHOOL, INC.
SCHEDULE I: STATEMENT OF ACTIVITIES BUDGET COMPARISON
 FOR THE ONE AND NINE MONTHS ENDED MARCH 31, 2021

Purchased Services			
1110334 - Field Trips	\$ 435.00	5,000.00	8.70%
2112310 - Student Counseling Services	16,515.55	29,728.00	55.56%
2213300 - Professional Development	534.94	0.00	#DIV/0!
3320318 - Accounting & Auditing Services	15,120.80	21,000.00	72.00%
3320319 - Legal Services	3,367.00	8,000.00	42.09%
3320340 - Telephone/Internet Services	910.35	1,100.00	82.76%
3320350 - Advertising/Recruit/PR/Market	0.00	500.00	0.00%
3320360 - Printing/Binding Services	39.75	150.00	26.50%
3420323 - Repairs & Maintenance	137.00	100.00	137.00%
3420380 - Insurance - Liability/Property	8,560.43	8,560.43	100.00%
3850323 - Technology Maintenance	4,035.76	5,000.00	80.72%
Total Purchased Services	<u>49,656.58</u>	<u>79,138.43</u>	<u>62.75%</u>
Supplies & Materials			
1110410 - Supplies - Classroom	1,944.40	3,000.00	64.81%
1110415 - Montessori Materials - Kinder	6.94	100.00	6.94%
1110416 - Montessori Mat - Lower Elem	185.57	200.00	92.79%
1110417 - Montessori Materials - Upper	1,484.50	1,484.50	100.00%
1113410 - Supplies - Specials	105.62	300.00	35.21%
1113415 - Materials - Specials	73.04	3,600.00	2.03%
1260410 - Supplies - Title I	652.51	1,000.00	65.25%
2134410 - Supplies - Nurse	63.23	75.00	84.31%
3320410 - Supplies - Office	1,125.99	1,000.00	112.60%
3320414 - Supplies - General	1,923.22	2,500.00	76.93%
3320418 - Postage/Shipping	22.00	300.00	7.33%
3320491 - PTO Expense	74.27	1,500.00	4.95%
3420492 - Fundraising Expense	1,068.00	250.00	427.20%
1410490 - Student Council	0.00	100.00	0.00%
Total Supplies & Materials	<u>8,729.29</u>	<u>15,409.50</u>	<u>56.65%</u>
Other			
3320640 - Dues & Fees	2,117.72	2,050.00	103.30%
3320641 - PTSB/Background Cks	222.00	200.00	111.00%
3320791 - Director's Fund	513.08	750.00	68.41%
4100460 - Breakfast, Snack & Lunch Assist	1,286.72	3,500.00	36.76%
3900791 - Miscellaneous	5,033.00	0.00	0.00%
Total Other	<u>9,172.52</u>	<u>6,500.00</u>	<u>141.12%</u>
Total Expenses	<u>950,602.10</u>	<u>1,198,097.35</u>	<u>79.34%</u>
Change in Net Assets	83,401.33	385.85	
Net Assets at July 1, 2020	<u>246,043.72</u>	<u>246,043.72</u>	
Net Assets at March 31, 2021	<u>\$ 329,445.05</u>	<u>\$ 246,429.57</u>	

7 Kids attending		
Year	2021-22	2022-23
Full day (3)		
School day (3)	\$ 38,745.00	\$ 38,745.00
Half Day (4)		
Revenue	\$ 38,745.00	\$ 38,745.00
Expenses		
salaries	\$ 8,000.00	\$ 8,000.00
payroll expense	\$ 3,500.00	\$ 3,500.00
Accounting	\$ 250.00	\$ 250.00
Legal	\$ 2,000.00	\$ 400.00
Teacher Training	\$ 2,000.00	\$ 1,000.00
AMS	\$ 200.00	\$ 200.00
Insurance	\$ 1,000.00	\$ 1,000.00
snacks	\$ 220.00	\$ 220.00
NAEYC accreditation	\$ 1,700.00	\$ 550.00
other	\$ 2,000.00	\$ 2,000.00
total	\$ 20,870.00	\$ 17,120.00
Change in net assets	\$ 17,875.00	\$ 21,625.00

3 Kids attending		
Year	2021-22	2022-23
Full day (3)		
School day (3)	\$ 16,605.00	\$ 16,605.00
Half Day (4)		
Revenue	\$ 16,605.00	\$ 16,605.00
Expenses		
salaries	\$ 3,000.00	\$ 3,000.00
payroll expense	\$ 1,500.00	\$ 1,500.00
Accounting	\$ 250.00	\$ 250.00
Legal	\$ 2,000.00	\$ 400.00
Teacher Training	\$ 2,000.00	\$ 1,000.00
AMS	\$ 200.00	\$ 200.00
Insurance	\$ 1,000.00	\$ 1,000.00
snacks	\$ 220.00	\$ 220.00
NAEYC accreditation	\$ 1,700.00	\$ 550.00
other	\$ 2,000.00	\$ 2,000.00
total	\$ 13,870.00	\$ 10,120.00
Change in net assets	\$ 2,735.00	\$ 6,485.00

7 Kids attending all year

Year	2021-22	2022-23
Full day (3)		
School day (3)	\$ 51,660.00	\$ 51,660.00
Half Day (4)		
Revenue	\$ 51,660.00	\$ 51,660.00
Expenses		
salaries	\$ 16,500.00	\$ 16,500.00
payroll expense	\$ 6,000.00	\$ 6,000.00
Accounting	\$ 250.00	\$ 250.00
Legal	\$ 2,000.00	\$ 400.00
Teacher Training	\$ 2,000.00	\$ 1,000.00
AMS	\$ 200.00	\$ 200.00
Insurance	\$ 1,000.00	\$ 1,000.00
snacks	\$ 220.00	\$ 220.00
NAEYC accreditatio	\$ 1,700.00	\$ 550.00
other	\$ 2,000.00	\$ 2,000.00
total	\$ 31,870.00	\$ 28,120.00
Change in net asse	\$ 19,790.00	\$ 23,540.00



Laramie Montessori Charter School

608 South 4th Street, Laramie, Wyoming 82070

Phone: 307-742-9964

Fax: 307-742-2858

"Imagination does not become great until human beings, given the courage & strength, use it to create."

Maria Montessori

April 2021 Board Report

Enrollment Summary (as of 4/20/2021)

- Kindergarten 13 students (13 in-person / 0 virtual)
- Lower Elementary 27 students (26 in-person / 1 virtual)
 - 1st Grade 12
 - 2nd Grade 9
 - 3rd Grade 6
- Upper Elementary 23 students (21 in-person / 2 virtual)
 - 4th Grade 8
 - 5th Grade 10
 - 6th Grade 5

Total Students 63 students (60 in-person / 3 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...As of mid-April, we are up 19 students. This number could still fluctuate but is a great improvement over this 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...A possible first step is an upcoming meeting with the state facilities committee on Friday, January 8th