

Laramie Montessori Board of Trustees
Regular Board Meeting Agenda
Location WY Community Foundation 1472 N. 5th St.
Laramie, WY 82072
July 28, 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, June 23, 2022

III. Audience Communication

- A. Teacher Representative
- B. Open communication

IV. Monthly Financial Report

- A. Review June 2022 Financial Report

V. Reports

- A. Director's Report
- B. Committee Reports: Finance Committee (Overview of LMCS Finances, budgets)

VI. New Business

- A. Set Board Calendar
- B. Major maintenance funding and summer lease payments
- C. Board Goals for 2022-2023
- D. Strategic Planning – Y1 Work Plan
- E. Appointment of Standing Committee Chairs

VII. Audience Communication II

VII. Adjourn



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

July 2022 Board Report

2022-23 LMCS Potential Enrollment Summary (as of 7/28/22)

| | | | |
|--------------------|-------------|---------------------------------|-----------------|
| • Primary | 30 students | {FULL..starting a Waiting List} | [32 in 2021-22] |
| ● PreSchool | 16 | | |
| ● Kindergarten | 14 | (up 1 student) | |
| • Lower Elementary | 43 students | {3 spots left available} | [39 in 2021-22] |
| ● 1st Grade | 15 | | |
| ● 2nd Grade | 18 | | |
| ● 3rd Grade | 10 | | |
| • Upper Elementary | 22 students | {1 spot left available} | [22 in 2021-22] |
| ● 4th Grade | 10 | | |
| ● 5th Grade | 8 | | |
| ● 6th Grade | 4 | | |

Total Students 22-23 95 students (79 K-6 students.....16 PreSchool)

Total Students 21-22 93 students (80 K-6 students.....13 PreSchool)

Makena - Primary 30 total students

Kaylie - LE #1 22 total students

Janelle - LE #2 21 total students

Jenny - UE 22 total students

STANDING

1. Accountability Committee

- Design and Implement an Accountability Process that ensures students meet or exceed Wyoming achievement standards
- Set goals for improving the school
- Report on schools' performance against stated goals

2. Finance Committee

- Present Audit and Financials to Board for Review
- Develop annual budget, present to Board for approval , send to ACSD#1 by April 1
- Monitor Finances
- Handle all budget requests over \$1000
- Monthly committee meeting- 12X a year

3. Policy and Planning Committee

- reviewing the LMCS educational policies
- Recommend appropriate changes to curriculum to the BoD

4. Nominating Committee

- Present ballot of Board Nominations to Members
- Membership does not overlap with Board Membership (Independence)

5. Resource Development Committee

- Develop and achieve fundraising plan
- Report to Board

6. Facilities Committee

- Maintain relationship with LCC
- Negotiate Lease

Charter of the Accountability Committee: Standing Committee

The Accountability Committee shall be responsible for ensuring students meet or exceed Wyoming achievement standards, setting goals for improving the school, and submitting an annual written report

to the Board of Trustees that details the schools' performance against stated goals. Said report shall also be provided annually to the Albany County School District #1 Board of Education at a time and in a manner specified by the ACSD#1 Board. The Accountability Committee is responsible for designing and implementing an accountability process.

Membership: The Accountability Committee shall have at least two members who will serve one year terms, and shall be chaired by a Member of the Board of Trustees.

Charter of the Finance Committee: Standing Committee

The Finance Committee shall be responsible for establishing the budgeting procedure, recommending annual budgets to the Board for approval, and periodically reviewing financial performance against the budget; establishing and reviewing financial controls; managing the annual audit, reporting on the annual audit to the Board of Trustees; considering and recommending financing for long range capital projects, etc.

Membership: The Finance Committee shall have at least two members who will serve one year terms, and shall be chaired by the Treasurer of the Board of Trustees.

Charter of the Policy and Planning Committee: Standing Committee

The Policy and Planning Committee shall be responsible for reviewing the LMCS educational policies and curriculum and recommending appropriate changes to conform to current experience and practices; and shall consider, evaluate and recommend to the Board adoption of long range planning for LMCS.

The Policy and Planning Committee shall have at least two members who will serve one year terms.

Charter of the Resource Development Committee: Standing Committee

General Purpose: The Resource Development Committee shall develop and achieve the fundraising plan, including grant allocations, based on the Strategic Plan and the board's fundraising goal.

Membership: The Resource Development Committee shall have at least three members who will serve one year terms, and shall be chaired by a LMS Board members.

Length: The Resource Development Committee shall begin once the Strategic Plan is approved and adopted by the LMS Board.

Further provisions:

Understand the fundraising goals based on the strategic plan.

Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that area part of the annual fundraising plan; supervise the functions of sub-committees;

develop a plan for involving board members in the resource development activities of the charter school.

Investigate new resource development projects, activities and ideas for possible future use.

Annually submit objectives as part of the planning and budgeting process.

Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.

Report to the board of directors at regular meetings of the board in a manner determined by the board.

Charter of the Facilities Committee: Standing Committee

General Purpose: The Facilities Committee shall, when needed, be the voice of the LMS Board in negotiations with current and future landlords. The Facilities Committee shall maintain knowledge of possible facility opportunities and apprise the board of these possibilities relevant to the strategic plan.

Membership: The Resource Development Committee shall have at least three members who will serve one year terms, and shall be chaired by a LMS Board members.

Length: The Facilities Committee shall begin once the Strategic Plan is approved.

Further Provisions:

Collaborate with the School Director, Operations Manager and Finance Committee to ensure that the development of long-range financial plans include adequate funding for proper maintenance of the school building and grounds, as well as takes in to account identified future facility needs.

Advise the board's Resource Development Committee as it relates to current and future facility needs.

Coordinate with the Capital Campaign Committee, if the school is undertaking such a campaign.

Assist the Finance Committee, as necessary, in providing oversight of the procurement process as it specifically relates to facility needs.

Assist in the identification of grants specific to supporting, supplementing or meeting future facility needs.

Annually submit objectives as part of the planning and budgeting process.

Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.

Report to the board of directors on a regular basis in a manner determined by the Board.

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AD HOC COMMITTEES

Strategic Plan Committee

- Present Strategic Plan to Board (done)
- Description

From LMS Bylaws (updated March 21, 2012)

Section V.3. Ad Hoc Committee.

Each ad hoc committee shall have a charge specific to its permitted activities and that charge shall include the date on which the committee is to present its final report to the Board of Trustees and be dissolved. Members of the Board of Trustees have authority and responsibility to review the committee's recommendations and adopt them or not. Members of ad hoc committees shall be drawn from those members and staff of the school community who indicate interest in serving on the ad hoc committee and from such others as may be deemed appropriate by the Board of Trustees. Ad hoc committees shall be made up of no less than four and no more than nine members.