



PO BOX 2911
ALPINE, WY 83128
INFO@ALPINEEDUCATION.FOUNDATION

September 29th, 2025

Executive Summary

Mission

The mission of the Alpine Education Foundation is to provide a local content rich education for young minds to learn, imagine, and grow

Vision

The vision of the Alpine Education Foundation is to build strong families and citizens, create local cultural and economic opportunities, and cultivate a robust community where citizens can live and prosper locally.

The Alpine Education Foundation (AEF) is dedicated to providing a temporary home for a K–6 charter school in Alpine, Wyoming. Our purpose is to ensure local children have access to high-quality education without the burden of long commutes to surrounding towns. By establishing a charter school, families will gain valuable school choice; the ability to select an educational option that best fits their children's needs, right within their own community.

This facility will serve as an interim solution while AEF works toward securing a long-term, permanent campus for the school. Choosing a temporary location reflects our commitment to being fiscally and financially responsible, ensuring that resources are carefully managed, upfront costs are minimized, and the foundation can build sustainably toward a permanent facility.

Even in its temporary home, the school will give families the gift of time: time saved from lengthy daily commutes can instead be invested in family life, extracurricular activities, and deeper community engagement. Beyond academics, the school will become the soul of Alpine. A hub of connection, pride, and opportunity. It will strengthen the fabric of the town by encouraging families to put down long-term roots, fostering a stronger, more vibrant community for generations to come.

By helping Alpine attract and retain more year-round residents with families, the school will also serve as a catalyst for local economic growth. Stable family populations bring consistent demand for services, dining, childcare, and other amenities, which in turn encourages small business development and supports existing businesses. In this way, the school will not only enrich the lives of students but will also help drive the sustainable growth of the entire community.

Description of Operations

Primary Function: Serve as a temporary location for a K–6 school with classrooms, administrative offices, and spaces for enrichment programs with the plan to increase grades offered after every successful school year.

Who It Will Serve: Primarily children living in Alpine and surrounding communities who currently lack a local elementary school option.

Fiscal Responsibility: Operating in a temporary facility allows AEF to limit capital expenditures in the short term while still meeting urgent community needs. This prudent approach ensures that funds are directed toward critical start-up costs, while larger investments are reserved for the permanent campus.

Staffing Needs & Timeline:

- Prepare Site and move Modulares - Fall 2025
- Student Enrollment & Teacher Interest: Fall 2025 – Spring 2026
- Headmaster (Director/Principal) hired: Early 2026
- Construction/Retrofit of temporary facility: Spring – Summer 2026
- Staffing & training for teachers and support staff: Throughout 2026
- Opening: August 2026 school year

Staffing Details:

- Administrative Staff: 1 Director/Principal (Headmaster)
- Educational Staff: 6–8 teachers (depending on enrollment), 1–2 aides, 1 specialist
- Support Staff: Custodial/maintenance staff, AEF Board of Volunteers

Future Plan: While operating in the temporary facility, AEF will continue fundraising, planning, and site development for a permanent school building in Alpine.

Market Analysis

- Community Need: Alpine families currently face limited access to local education, often requiring daily travel to other towns. This creates logistical challenges, reduces quality of life, and weakens community connections. A local charter school not only addresses this gap, but also expands school choice for families, ensuring parents have a say in how and where their children are educated.
- Demographics: Alpine has experienced some of the highest growth in the state of Wyoming. Projections show continued growth, which will increase the demand for local educational infrastructure. A recent survey conducted by Cushing Terrel, who are assisting the town with the master plan, found that establishing a local school is a top priority for the community. Key findings include:

- o 36% of respondents stated that not having a school has impacted their daily lives.
- o 27% have considered moving away from Alpine due to the lack of a school.
- o 39% know people who considered moving to Alpine but decided against it because there was no local school.

These statistics underscore the urgent need for a local school and demonstrate the potential positive impact on community retention and growth.

- **Competitive Landscape:** The nearest schools are located in surrounding towns of Etna, Thayne and Jackson, requiring significant commute times. By eliminating long drives, the Alpine school will return valuable hours each week to families, strengthening the town's sense of community and allowing children more time for play, rest, and after-school enrichment.
- **Community Impact & Economic Growth:** Schools are more than buildings, they are the heart of a town. By bringing education back to Alpine, this charter school will become the soul of the community, drawing families closer together, inspiring civic pride, and encouraging long-term residency. Stable family populations also support the local economy by creating consistent demand for goods and services, which encourages small business growth and strengthens existing businesses. The temporary facility represents a responsible, phased approach: meeting immediate needs while laying the groundwork for a permanent solution.
- **Demand Indicators:** Lincoln County School District #2 enrollment and community interest show strong support for a local school. Enrollment projections suggest 100 -130 students in the first few years, with room to grow.

Implementation Plan

1. **Pre-Construction (Fall 2025 – Spring 2026)**
 - o Secure pledges and funding commitments
 - o Continue to engage architects, consultants and Engineers
 - o Secure building permit from the town of Alpine (Goal of September 2025)
 - o Move Modulares to the site, put them together, and winterize.
2. **Construction/Renovation Phase (Spring – Summer 2026)**
 - o Prepare and outfit temporary facility
 - o Regular milestone reviews with contractors and board oversight
 - o Ensure building meets state and charter school compliance standards

3. Pre-Opening (Summer 2026)
 - o Hire and train remaining staff
 - o Install classroom furniture, equipment, and technology
 - o Secure final inspections and licensing
 4. Opening (Fall 2026/Early 2026)
 - o Launch enrollment drive and marketing campaign
 - o Host community open house
 - o Begin operations with first cohort of students
 5. Long-Term Development (2026 and beyond)
 - o Identify and acquire permanent site
 - o Continue fundraising and capital campaign efforts
 - o Plan and execute permanent campus construction
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Management & Organizational Structure

- Key Personnel:
 - o Board of Directors (Alpine Education Foundation) provides strategic direction, fundraising leadership, and governance.
 - o Director/Principal (Headmaster) – oversees daily operations, hires and manages staff, and educational programming.
- Decision-Making Process:
 - o The AEF Board is responsible for major financial, governance, and policy decisions.
 - o WCA- Governance Board - Alpine holds a representative seat on the WCA Governance Board
 - o The Director/Principal manages day-to-day school operations and reports to the Local Advisory Council (Local School “Board”.)
 - o Administrative staff support operational functions under the direction of the Principal.
 - o The day-to-day school operations will be managed outside of AEF with a separate Local Advisory Council (Local School “Board”.) The AEF board is necessary to facilitate the collection of lease payments from the state of Wyoming.

- Qualifications:
 - The Board includes community leaders with expertise in organizational management, finance, and actively seeking educators.
 - The Director/Principal (Headmaster) will have proven experience in elementary education and leadership.
 - Staff will be certified and committed to delivering excellent K–6 education.

Proposed Financials

Construction / Facility Budget

The temporary facility will require investment in modular buildings, furniture, and other start-up. This is projected at just under \$800K. With the estimated annual lease payment from the state, along with private stakeholder short-term loans, Bank of Jackson Hole financing, and donations, AEF expects to have all debts paid by the term of the land lease with the town of Alpine, ensuring fiscal responsibility while operating in the temporary facility. Expected payback period is between yrs 3 & 4.

	Year 0	Year 1	Year 2	Year 3	Year 4
OPERATING ACTIVITIES					
Net Income	310,443	124,000	228,000	228,000	228,000
Adjustments to reconcile Net Income to Net Cash provided by operations:					
Accounts Receivable (A/R)					
Total for Adjustments to reconcile Net Income to Net Cash provided by operations:	0	0	0	0	0
Net cash provided by operating activities	310,443	124,000	228,000	228,000	228,000
INVESTING ACTIVITIES					
Buildings - Moduls QTY 4 Design Development	-330,943				
Buildings - Moduls QTY 4	-450,000				
Loan Repayment		-106,000	-195,725	-112,055	-112,055
Misc Expense	-15,000	-18,000	-18,000	-18,000	-18,000
Net cash provided by investing activities	-795,943	-124,000	-213,725	-130,055	-130,055
FINANCING ACTIVITIES					
Loan for Building - Modular QTY 4	382,500				
Short -Term Loan	103,000				
Net cash provided by financing activities	485,500	0	0	0	0
NET CASH INCREASE FOR PERIOD	0	0	14,275	97,945	97,945
Cash at beginning of period	0	0	0	14,275	112,220
CASH AT END OF PERIOD (cumulative)	0	0	14,275	112,220	210,164

General and Golf Fundraiser

Foundation Pledges



ALPINE
EDUCATION
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Invoice #: 2501
Date: 9/4/2025

Alpine Education Foundation's 501c3 Status is currently pending with the IRS
Tax Deductible Donations can be made to TOP OF THE ROCKIES
Memo: WCA - Alpine
Mailing Address: PO Box 2911, Alpine, WY 81328

Daniel's Fund Opportunity

We are currently in the process of applying for a grant from the Daniel's Fund. They did give us a \$50,000 grant towards a down payment on our modulars.



Luke Astle <lastle87@gmail.com>
to Leah, Jessica ▾

Wed, Sep 24, 2:22 PM (17 hours ago) ☆ 😊 ↶ ⋮

Thanks again for both of your time today. Here are the notes that I captured during our discussion. Let me know if anything looks off.

Daniels Fund – Academics Meeting Notes 9/24/2025

- Alignment on charters
 - Alpine in a transition period (still legally under our old charter)
 - Branding under WCA since we have permission to do that
 - Come March we are requesting to be officially merged as WCA – Alpine Campus - Alpine will have own budget etc.
- Leah Guidance
 - Submit line items to WCA and award the grant and pass through to Alpine
 - Leah will need a copy of the Alpine MOU
 - Apply in December 2nd so that we could be considered for the grants in March
 - Daniels fund can do reimbursements towards building or headmaster payments (all start-up to launch)
- Building Costs and how funding can be used for AEF
 - In CO Daniels can't do capital, but in WY?
 - Board is hesitant to do capital for a consistency standpoint (we would have to have a great reason for it to get approved) – For sports it would likely get approved (track, etc.)
 - Daniels Fund could likely do the \$100K and is because the Pharos is donating \$100K. Typically, grants are awarded after the school is open.
 - The dollars could potentially be used towards the headmaster, but Alpine should also align with Pharos on how they'd prefer to see the dollars deployed. Ask Adriana if the \$100K could be used as either building funds and or headmaster. There might be another \$50K available at some point down the road.

Grant Applications

Applied for and requested \$10,000 from the Wyoming Community Foundation - Grant Pending.

Application successfully submitted. External Admin/Grants x



Wyoming Community Foundation <administrator@grantinterface.com>
to info ▾

Thank you Melissa Rochlitz,

You have successfully submitted an application to our Wyoming Community Foundation Competitive Grant - Fall 2025 - WYCF. Our staff will do an initial review to confirm your organization's eligibility for this cycle and to make sure that the application is complete. Your current eligibility may depend on whether or not you have submitted a final report for a previous grant. If you believe that you may still have a grant in progress, please contact us immediately in order to make arrangements for submission of a final report.

Status changes will be reflected in your account and you are welcome to contact us. You will be notified of the outcome via email.

Thank you,

Program Staff
Wyoming Community Foundation

Applicant Information

Melissa Rochlitz
PO Box 2911
Alpine, WY 83128
443-414-5431
info@alpineeducation.foundation

Organization: Alpine Education Foundation

Form Name: Wyoming Community Foundation's Competitive Grant Application - Fall 2025 - WYCF
Process Name: Wyoming Community Foundation Competitive Grant - Fall 2025 - WYCF
Project Name: Funding towards hiring a Headmaster for the Alpine Education Foundation/WCA Alpine Campus

Fundraisers

Our First Annual Golf Tournament Fundraiser was a huge success. While we are working to determine the final amount raised, we estimate that we raised around \$50,000 after paying our vendors and event expenses. We are starting to plan a Parent's Night Out Gala in February.



Marketing & Community Engagement

We have several marketing efforts underway and have developed an information packet that outlines the school goals and location. We will be looking to community events to engage parents and children including Trunk or Treats, Ground Breaking, Galas, and Mama Grizzly events.

Final Thoughts

Thank you for taking the time to review our proposal for establishing a local classical charter school in Alpine. We sincerely appreciate your consideration and the work you have done to make this a real possibility for Alpine Families.

We are excited to provide students with a time-tested, content-rich education grounded in the liberal arts and sciences, with an emphasis on character development, civic virtue, and academic excellence. We believe this classical model will not only serve the diverse needs of families in Alpine but also contribute meaningfully to the long-term success and well-being of our community.

We welcome your feedback, are happy to provide any additional information you may need, and look forward to the opportunity!

With heartfelt thanks,

The Alpine Education Foundation