

Montessori School of Iowa City
Board of Trustees Meeting Minutes
November 13, 2004

The special board meeting of the Montessori Board of Trustees was held on Saturday, November 13, 2004 at Montessori School. Dennis called the meeting to order at 9:15 a.m. Board members present at the meeting included Gordon Cook, Dennis Mitchell, Cormac O'Sullivan, Cindy Kuehl, Tara Cronbaugh and Terri Schuchard. Ken Hinshaw the school accountant also attended the meeting.

It was moved to approve the agenda, which was seconded and approved. It was moved to approve the minutes for the September 18, 2004 regular board meeting with changes to include Cindy Kuehl in attendance at the last meeting. Motion was seconded and approved.

Reports:

President

General comments that things continue to run smoothly with the school and the financial position of the school continues to improve.

Director

Marlys McKaig was recently hired as Assistant Teacher to replace Steffany Kroeger. All loans have been consolidated except for the line of credit loan. A \$5,000 payment on our line of credit was recently made, leaving a balance of \$19,000. The Usborne Book Company will hold a book fair Nov. 16th & 17th. The Vision Committee is conducting a survey during parent/teacher conferences to assess ways to attract preschool students to stay for elementary. The Fall Fun Fair raised over \$3,000 that will be put towards the purchase of a soft surface under the playground equipment. Second semester enrollment anticipates no full-day open slots.

Financial

The school is demonstrating positive, substantial cash flow. The Board reviewed the Profit and Loss worksheets. These continue to be refined. Discussed the van usage, maintenance and insurance costs. We may consider purchasing a replacement 12-passenger van based on our future financial position.

Building and Grounds

A plan for landscape design from Forever Green to beautify the front of our property was presented by Cormac and Gordon. The plan will be executed over the next several years as funds become available.

Fundraising/Community Outreach

PTO Committee has scheduled a chili supper scheduled for January. There will be a chili recipe contest.

Professional Development Committee

Discussed the Annual Montessori Training/Convention in Chicago, IL – New Business.

Old Business: None

New Business:

Montessori Convention in Chicago

Eight staff members (including Gordon) are interested in attending the Convention on Friday and Saturday. \$230/person for Thursday – Sunday. Funds are available to pay for tuition and cover some lodging and meal expenses. It was moved to set aside \$750 to be dispersed to the convention attendees to cover expenses. Motion was seconded and approved. The manner in which to provide classroom coverage on Friday was discussed.

Sick/Personal Leave Policy Change

The Board reviewed the current and proposed policy on sick/personal leave. The intent of the sick leave policy was to ensure/allow staff to convert up to 2 days of sick leave for personal leave. It was moved to implement the policy changes retroactive to the beginning of the school year. Motion seconded and approved.

Additional New Business – Holiday Bonus for Staff

Funds are available for staff development and morale. Motion approved to allow the Director to determine staff bonus amount.

A motion was made and seconded to adjourn. The Meeting adjourned at approximately 10:45 a.m. Gordon will e-mail board members as to the date/time of the next meeting.

Respectfully submitted,

Terri L. Schuchard

Substitute Secretary

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