

Montessori School of Iowa City
Minutes for Board of Trustees Meeting
March 26, 2005

The regular board meeting of the Montessori Board of Trustees was held on Saturday, March 26, 2005 at Montessori School. The meeting was called to order at 9:40 a.m. Board members present at the meeting included Leslie Allen-Huisman, Jane Anderson, Gordon Cook, Fang Fang, Stephanie Gillispie, Cindy Kuehl, Dennis Mitchell, Cormac O'Sullivan, Terri Schuchard. Accountant, Ken Hinshaw and staff member, Kirsten O'Sullivan as well as Vision Committee member Angela Smith were also present.

It was moved to approve the agenda, which was seconded and approved. It was moved to approve the minutes for the January 15, 2005 regular board meeting. Motion was seconded and approved.

Reports:

President

Chili Supper on Feb. 11th went well and raised \$963.50.

Director

An instructor from the Montessori training center in Des Moines conducted a staff in-service on language development. The head teachers for the next year were identified. Ken has taken charge of updating the school website. Trees will be planted on Arbor Day, Friday Apr. 29th along the parking area.

Accountant

The net gain is about \$25,000, but we might do better than this. The school has about \$57,000 in the bank currently. Two consolidations help savings in the interest.

The Board reviewed the Year-to-Date Income and Expense Statement. The school's finance is continuing to improve.

Committee

1. *Financial Committee* - No reports.
2. *Building and Grounds* - No reports.
3. *Fundraising/Community Outreach* – The committee will meet and discuss the future fundraising activities. The previous coupon books work great.
4. *Professional Development Committee* – No reports.

Old Business: None

New Business:

- A. Vision Committee Report: Leslie Allen-Huisman, Jane Anderson, Gorton Cook, Cindy Kuehl, Kirsten O'Sullivan and Angela Smith are the members of the Vision Committee. Kirsten presented the committee proposal for the future of the Elementary Program. Please see the attached report for details on the benefits of having the elementary program in the building, some marketing ideas and future goals. It was discussed also the benefits of mandatory parents orientation since the meetings are very helpful in parents education. Some brainstorms are done as what to put on the school website. The website should be a good resource to provide information to the prospect parents, for example, a virtual tour and some pictures of the school and classrooms.
- B. Proposed 2005-2006 Budget – A closed session was held to discussion the salary increase. In the close session, it was moved to approve the proposed salary increases. It was second and approved. There was a discussion on the possibility to convert a full day class from a half-day class. Gorton will participate a director's training in May. A motion was made for the approval of the proposed 2005-2006 budget. The motion was seconded and approved.
- C. Parent Handbook – a minor editing will be done on the Parent Handbook.
- D. Policies and Procedures Handbook – No change will be made.
- E. Vacancies On Board – John Higgins is leaving due to job relocation. A motion was made, seconded and approved that Shannon Shaw will replace John and serve the remaining term. There was a discussion about the board ballot. The annual meeting might be scheduled in the Fall. Two more vacancies will be available soon.

A motion was made to adjourn, seconded and passed. The Meeting adjourned at approximately 11:45 a.m.

Respectfully submitted,

Fang Fang
Secretary