

Montessori School of Iowa City
Minutes for Board of Trustees Meeting
September, 23, 2006

The regular board meeting of the Montessori Board of Trustees was held on Saturday, September 23, 2006 at Montessori School. The meeting was called to order at 9:30 a.m. Board members present at the meeting included Cormac O'Sullivan, Dennis Mitchell, Gordon Cook, Maureen Marron, Cindy Kuehl, Scott Rundle, Matt Simonsen, Cindy Hoppe, Terri Schuchard and Susie Bonjour. Ken Henshaw, Accountant was also present at the meeting.

It was moved to approve the agenda, which was seconded and approved. It was moved to approve the minutes of the May 20, 2006 with an amendment to correct the spelling of the names Shaun Marron and Terri Schuchard. The amended minutes were approved.

Reports:

President:

Cormac welcomed the board members to the meeting and identified the new board members elected in May 2006. To further clarify the roster of officers for the new year, the board asked if Terri Schuchard would serve as Secretary this year, Ms. Schuchard accepted. Ms. Stephanie Gillespie will continue to serve as a member of the board.

The school year is off to a great start. Enrollment figures look good. Enrollment continues to increase over the past several years. Our objective is to fill all classes. The elementary is covering their expenses. Expansion to include fourth, fifth and sixth grades may be considered in the future.

Accountant

Ken passed out a draft Income and Expenses Statement ending June 30, 2006. The end of year position demonstrates a net operating gain. Ken will provide a final report to the board after tax forms have been completed. Although tuition revenue decreased slightly this year, expenses were successfully monitored to enable a favorable end of year net operating position. Elementary enrollment decreased slightly and, to the extent feasible, tuition for financial aid discounts were applied and tuition adjusted. Ken explained the format of the report and encouraged board members to ask questions as needed. The financial goals are for the school to remain solvent. Additional funds may be used to purchase classroom materials, equipment and/or capital improvements. Ken passed out this year's Income and Expense Statement through August 31, 2006 however; changes in the budget plan will be updated and provided to the board at the next meeting. The second half of the summer and first two months of the fall enrollment are included under Total Revenues. Capital purchases include \$6,590 for the driveway repair work. Gordon provided a detailed statement of the mortgage balance through August 2006. A discussion of switching to an on-line version of quick books was debated. Ken will

identify the feasibility of direct deposit for both staff (salary checks) and parents (tuition checks) for next meeting in relation to changes in the current version of quick books.

Director:

Activities Summary - Gordon indicated the Montessori Newsletter and the PTO letter are being sent out electronically. Gordon passed out a copy of the latest newsletter. Board minutes could also be sent out in this manner. It was suggested that there be a link in the next newsletter to access the board minutes. Gordon is looking for candidates from the University of Iowa to cover the extended day program due to the increasing enrollment in this program. The Ice Cream Social and the New Parent Night were separate events this year and both were well attended. The Open House went well. Enrollment numbers look good and the current arrangement of staff appears to be cost effective.

Building and Grounds - The landscaping and driveway projects are completed. Gordon discussed the soft surface for the playground. He would like the Buildings and Grounds Committee and the Fund Development Committee to meet with the PTO to discuss fundraising options. A total of \$14,000 has been raised to date (taking 3 years) to support the purchase of a soft surface playground which costs a total of \$60,000. Other items needing consideration for fund raising include maintenance costs and durability of the soft surface playground as well as expanded playground area for swings for the elementary. Note that the proceeds from the Fall Fun Fair are not going towards the playground, rather supplies and equipment.

Fund Development/Community Outreach - No Report

Professional Development - No Report

Old Business:

Gordon handed out the updated Policies and Procedures Handbook. The Handbook was revised by the Policy and Planning Committee last May. Board members should review. Consideration could be given to posting the Handbook on the website.

New Business:

Professional Development Opportunities – The Annual Montessori Convention is being held in New York next spring. Approximately 5-6 staff members would like to attend, pending funding availability. Additionally, a Montessori conference is being held in Denver in January that several staff members would like to attend. The Board deliberated on several funding options given professional development funds are available. Consideration includes impact to the school with regards to cost and availability of substitute teachers, establishment of equitable funds towards both development opportunities and establishing a minimum and maximum funding level for development opportunities that is equitable to all staff. The Board recommended and approved a motion for the Professional Development Committee to develop a policy to determine the funding level (between \$300 - \$500) to assist with staff expenses attending

either conference this year while giving consideration to the objectives as stated above. The Professional Development Committee should provide a draft policy for the Board to review in the near future.

Establish Dates of Future Board Meetings – The Board determined it would continue to meet bi-monthly unless otherwise noted. The meetings will start at 9:00 a.m. The following is a list of the future board meetings:

Saturday, November 18, 2006, 9:00 a.m.

Saturday, January 13, 2007, 9:00 a.m.

Saturday, March 24, 2007, 9:00 a.m.

Saturday, May 19, 2007, 9:00 a.m.

Standing Committees – Board members volunteered to serve on the various standing committees as follows:

Professional Development Committee: Maureen Marron
Susie Bonjour
Cormac O’Sullivan
Cindy Kuehl

Policy and Planning: Scott Rundle
Dennis Mitchell
Terri Schuchard

Buildings and Grounds: Scott Rundle
Dennis Mitchell
Matt Simonsen

Finance Committee: Cormac O’Sullivan
Maureen Marron
Shannon Shaw
Gordon Cook

Fund Development/Community Outreach: Matt Simonsen
Stephanie Gillispie
Terri Schuchard

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

Respectfully submitted,

Terri L. Schuchard
Secretary