

**Montessori School of Iowa City
Minutes for Board of Trustees Meeting
September 23, 2008**

The regular board meeting of the Montessori Board of Trustees was held on Tuesday, September 23, 2008 at Montessori School. The meeting was called to order at 6:12 pm. Board members present at the meeting included Cormac O'Sullivan, Gordon Cook, Cindy Kuehl, Beth Zanzie, Cindy Hoppe, Kate Dale, Joe Floss, Sonja Rego, Tom Rietz, and Russell Stewart. Ken Henshaw, Accountant; staff members Marlys McKaig, Margaret Allen, Tennille Nelson, and Denelle Thomas; and PTO coordinator Polonca Prohinar were also present at the meeting.

Cormac introduced the new Board members elected in May: Sonja Rego, Tom Rietz, Russell Stewart, and Angie Smith who was not able to attend. A motion was made to approve the agenda, which was seconded and approved. It was moved to approve the minutes of the May 3, 2008 meeting. The motion was seconded and approved.

Reports

President: Cormac gave a summary of the school expansion efforts that have been underway over the past year. The estimate that was previously received for a proposed new building was too high to consider at this time. Professional fund development will need to be pursued before any further expansion discussion can take place.

Accountant: Ken went over the Income and Expense Statement. Two months into the fiscal year the budget for the year is about 16% spent. The school was in a good cash position at the end of the previous fiscal year.

Director: Gordon reported that two capital projects were completed over the summer: expansion of the elementary classroom and conversion of the art room, as well as the parking lot blacktop. Six new staff members were hired, and enrollment is at capacity with the exception of a few afternoon preschool slots.

New parent orientation was very well attended. There was also a good turnout for the ice cream social. The PTO will be holding the International Festival on Friday, October 10th from 5:30 to 8:00 pm. Proceeds from the donation-admission will go toward a computer for the staff work room. A flu shot clinic will be held on Tuesday October 28th from 7:30 – 9:00 am. Flu shots are free for staff members.

New Business

The staff members present at the meeting presented a proposal for several changes to the handbook. First, the staff requested an increase in tuition assistance for children of staff members. Some research has been done indicating that the existing 30% tuition assistance policy is not competitive with other schools in the area. Second, the staff requested the use of sick days for instances when their children are sick. Thirdly, the staff requested an increase from three days to five days of paid bereavement leave. The board agreed that these requests are reasonable, and that the Budget Committee

will need to review these requests and implement any changes for the 2009 – 2010 school year since the budget for this year is already set.

A motion was made to reelect last year's slate of officers. The motion was seconded and approved. Standing committee members were also selected. The officers and committee member for this year are as follows:

Officers:

President	Cormac O'Sullivan
Vice President	Kate Dale
Secretary	Cindy Hoppe
Treasurer	Joe Floss

Finance Committee:

President
Vice President
Treasurer
Director

Professional Development Committee:

Cindy Hoppe
Beth Zanzie
Angie Smith

Policy and Planning:

Kate Dale
Tom Rietz
Russell Stewart
Beth Zanzie

Buildings and Grounds:

Jim Bailey
Joe Floss
Tom Rietz

Fund Development/Community Outreach:

Cormac O'Sullivan
Jim Bailey
Joe Floss
Sonja Rego

The board decided not to reappoint an honorary board member this year. Instead, a change will be made to the policy handbook for the staff to elect a second head teacher to the board each year. The election for a second elected staff member to the board for this year will take place at the October staff meeting.

The next two board meetings will be Tuesday, November 11 at 6:30 pm and Tuesday January 13, 2009 at 6:30 pm.

A motion was made to adjourn, which was seconded and approved. The meeting was adjourned at 8:00 pm.

Respectfully submitted,

Cindy Hoppe
Secretary