

Meeting Minutes Summary

April 13, 2009 – Board of Directors Meeting Minutes, Submitted by James Gregory, Acting Secretary

In attendance: Tim Evans, James Gregory, Sue Perram, Bob Buse, Lori Wendelin, Neill Caudill.
Also in attendance: Cynthia Gonzalez, Marcia Kidd.

Absent: Robert Chastain (Leave of Absence)

Sue opened the meeting. Neill read the board vision statement:

We, the Montessori school of Louisville Board of Directors, believe Montessori Education to be a progressive and evolving understanding of child development. In light of this belief, our policies shall be:

- *Guided by what is best for the child*
- *Fiscally responsible*
- *Environmentally conscious*
- *Leading toward national recognition*
- *Acknowledging responsibility for stewardship in the community*
- *Respectful of religious diversity*

Approval of Minutes: The March 11, 2009 minutes and meeting summaries were approved; Motion by Bob, seconded by Lori.

Board Education: No Board Education was presented.

Director's Report: Cynthia submitted April 2009 Director's Report, along with a copy of a press release to be broadcast on April 15 in regard to the relocation of the school in August of 2009. Press release was approved by Directors. Marketing plan also submitted.

Cynthia discussed with Directors whether there was a need for an elevator in the new building. Per her understanding from the builders, it might be possible to save \$35,000.00 in the building budget if elevator is not installed. Questions were raised as to whether Kentucky code requires an elevator. Cynthia agreed to follow up on this issue with Tiffany Nolot at Poe. In other building discussion, Cynthia raised the possibility of purchasing left-over furniture from the former Ford Daycare Center building within the build out fund allotment from Poe.

The possible hiring of an assistant for Cynthia was also discussed, with the idea that such an assistant would allow Cynthia more time to focus on administration and marketing of the school. Cynthia also discussed the process by which new applications and phone calls from interested families would be handled. The necessity of improved phone systems for the new building was also discussed and agreed upon by all.

Committee Reports:

Marketing: Tim discussed Insight Advertising spots for the new building in an effort to attract enrollment. The spots would be targeted in the Eastern Central Zone, East of downtown Louisville. The

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spots would run on a seven week basis from April to June 6, fifty (50) spots to be run a week. A discussion followed regarding increasing the marketing budget to allow for more advertising. It was agreed that this was necessary and Lori proposed that the budget be increased by \$4,000 and followed this with a motion stating the same. James seconded and the motion carried.

Finance: Lori distributed the finance statements for MSL through March. Discussion followed in regard to the new tuition proposals for next year, including a proposed difference in fees for new students as to returning students. Tim put forward motion that the new tuition formula be enacted, Bob seconded and the motion carried with all in agreement. Further discussion was had, led by Bob, regarding the feasibility of giving partial scholarships to children (with need) whose parent(s) have particular training in a recreational field, i.e. coaching, and would coach a school team in return for a decrease in tuition. It was agreed to study this matter further.

School Location: The formal lease between MSL and Poe for the new school building was presented to the Board. Lori motioned that the board authorize the lease and permit Sue to sign on the Board's behalf. Tim seconded the motion and all approved. Storage was also discussed in regard to whether it would make sense to store school items in a rented facility or whether it would be more beneficial to extend the lease with Our Mother of Sorrows for an additional time while the work at the new building was in progress. It was agreed that Saunie Sparks would attempt to gather estimated expenses for storage in order to compare.

New Business: Per Sue, our current insurance has been renewed. Liability was added up to \$1,000,000.00 per the terms of the new building lease. The Board also discussed the possible need to add an "Educator's Protection" policy, which would further shield faculty and school from potential lawsuits. Nobody recommended policy at that time and matter was shelved. A line of credit application for the school was also presented for the signature of all four officers. All signed and returned to Sue for further processing.

Old Business: Contract enforcement was discussed by the Board. For the past year, one family with two children in the school did not pay. The question was raised whether to send the matter to collections. The Board agreed to send the matter to collections and requested that Lori present to James all the necessary information to move the matter forward.

Sue closed the meeting with a passage from "Not Much, Just Chillin".

Motion to adjourn. Approved.

Meeting Adjourned.

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