

# **MICH 2016-2017 Town Hall Agenda**

**May 16, 2017**

- Elections of new MICH Board Members
- Current Status of MICH Enrollment
- Current Financial Status
- 2016-2017 Highlights
- 2016 Summer programs
  - Primary: 6 week program, 5 days/week, care available 8:30 - 6:00
  - Toddler: 6 week program, 5 days/week, care available 8:30 – 3:00
  - Elementary 1 week Nature Adventure camp by John Fishback: June 12-16
- Website project status
- Q&A Open Forum

# MICH Strategic Plan 2015-2019

Updated 04/24/2017

## Purpose

Our purpose is to develop the full potential of each student as an individual and responsible member of our world society.

## Mission

Our mission is to provide a Montessori education, guided by AMI principles, that fosters the intellectual curiosity and creativity of our students. At MICH, children, staff and families collaborate to build and maintain a respectful, diverse and nurturing school community.

## Goals and Objectives

1. **Deliver Educational Excellence:** We will deliver educational excellence and develop programs that expand the overall educational experience to meet our children and families' needs.
  - a. Investigate two to three program enhancements per year.
  - b. Perform annual analysis of student transitions from one level to another (within MICH or post-graduation) and address any gaps.
  - c. Investigate opportunities to increase educational time and whether or not it will benefit students, staff and faculty.
2. **Ensure optimal enrollment through recruitment and retention:** We will attract families who will appreciate a Montessori education for their children, as well as demonstrate the long-term value of a MICH education through sixth grade.
  - a. Provide new opportunities and enhance current opportunities to educate parents about the Montessori curriculum.
  - b. Assist parents with the transition from Lower Elementary to Upper Elementary, reflecting on the transition experience feedback in an annual report.
  - c. Sustain a minimum enrollment of 24 students in Upper Elementary.
  - d. Plan for a second toddler class, accounting for the impact it will have on existing programs and facilities.
  - e. Plan for a fourth primary class.
3. **Sustain Staff Excellence:** We will sustain the excellence of our team through retention, professional development and recruitment to ensure continuity and an outstanding Montessori educational experience.
  - a. Create a plan to staff new classrooms and attrition.
  - b. Conduct an anonymous, annual staff satisfaction and engagement survey.
  - c. Solicit staff input in important matters such as school expansion and or enhancement.
4. **Maintain Financial Strength:** We will safeguard the long-term financial stability of the school and build reserves.
  - a. Create a written reserve policy.
5. **Community Engagement:** We will actively reach out to families, alumni, staff and teachers, as well as to local communities served by MICH. Outreach efforts will raise awareness, encourage interaction and establish the school as an important part of the community at-large.
  - a. Research 2 to 3 new technologies that would increase parents' knowledge of school and classroom updates, events, and activities. Establish an implementation plan as appropriate.
  - b. Make the school's website the main source of up-to-date information for the school community.
  - c. Ensure effective use of parents' time at school meetings and events.
  - d. The Board of Directors will provide periodic updates about its activities to the membership.
  - e. Investigate holding a community event to increase awareness of MICH in the community.
  - f. Review use of marketing and public relations tactics to determine effectiveness.
  - g. Ensure we are using the most effective marketing and public relations vehicles to reach the wider community and add findings to the development report.

# **Administrative Director Annual Summary Report 2016-2017**

- MICH was very pleased, after many years of hoping, to purchase the property next door on June 30, providing us with 1.2 additional acres of green space and allowing greater flexibility to enlarge and/or enhance our facility.
- Board members Michael Schneider, Debbie White and I attended the Washington Montessori Institute's workshop entitled *How to Succeed as a Trustee in a Montessori Setting*. The lectures centered on effective board governance, with a clear distinction between board policies and operational policies. The main takeaway was that the Board is responsible for the long term success of the school.
- Our new Online Forms system debuted last July and streamlined the annual parent process of creating/updating emergency cards and contact information. Parent time required to complete all the forms was significantly reduced.
- The UE classroom was renovated last summer: A new blue quartz epoxy floor was poured; the shelving units and tables were all replaced, among other upgrades.
- Other repairs undertaken this year are as follows: the water conditioning system was upgraded, the wooden steps on the toddler playground were replaced, we purchased a new copy machine, we replaced an aging heat pump and related duct work, and we completed a large project to replace all the aging shelving units (40) in the two Lower Elementary classrooms, to match the new UE shelves. All are custom made by the Amish to our specifications.
- We have recently contracted to remove the wood fence adjacent to the soccer field and enclose our new property with fencing in order to allow better access to our additional open space.
- We have implemented the FACTS Tuition Management service to manage parent payments to MICH. Families now have the flexibility to make payments from a bank account OR credit card, affording more choices. We hope the 24/7 access to their accounts will be helpful, and parents will be able to print their own statements for tax and Dependent Care Flexible Spending Accounts. FACTS is PCI-compliant, SSAE16 audited and maintains a Level-1 PCI standards of security, privacy, and compliance, which is much more than we could provide on our own.
- MICH received \$2,597 from FEMA for snow removal costs incurred in January, 2016. We were also awarded a grant from the Maryland Board of Public Works' Nonpublic Aging Schools Program for \$9,044 for reimbursement of capital improvements to our facility. These were a first for us!
- Holiday Care continued to be a popular offering for working families.
- Maryland State Department of Education's Office of Child Care and the AA County Fire Marshall both made their annual inspections and deemed us to be in full compliance with their regulations.
- The Tuition Assistance Committee awarded grants to 19 students.
- For the first time, we will hold a six-week summer Toddler program that is 5-days/week from 8:30 – 3:00. A Primary program is also slated, with hours from 8:30 – 6:00pm. (Half-day options are available for both programs). Both programs are full.

The office will be open every morning during the summer. Stop by or call if you need anything. As always, we are very grateful for the volunteer help of the Board members and other parent volunteers. Your commitment and support is instrumental to the ongoing improvement and development of MICH. - Elizabeth Whitaker, Administrative Director

**Education Director Report for 2016-2017**  
**PME Annual Meeting**  
**May 16, 2017**

Here is a summary of this year's highlights:

- Professional education/staff workshops included such topics as: Communication/What I Meant to Say, Teaching Problem Solving throughout the Day, and the Importance of Observation. Several staff members attended workshops at the North American Montessori Teachers' Association conference "Finding the 'Hook': Montessori Strategies to Support Concentration," the Greater Washington Montessori Conference at Barrie Institute for Advanced Montessori Studies and the Baltimore Montessori Conference at Greenspring Montessori School. Four staff members attended the AMI/USA Refresher Course "The Calculating Mind: Cultivating Discovery, Persistence & Problem Solving."
- We lengthened the morning session by 15 minutes for the primary children and began keeping the Nappers children in their respective primary classes to have lunch with their full-day classmates. The purpose was to ease the children's transitions and give them more time to work without interruptions.
- Admissions and enrollment: For 2017-2018 we have signed contracts for 12 toddlers, 84 primary students (we are saving 6 spaces for toddlers to move up into), 35 lower elementary students and 13 upper elementary students, for a total of 144. We have an additional 7 elementary students who may reenroll.

Respectfully submitted,  
Nancy Anselm, Education Director

5/10/17

**PME Annual Meeting  
Treasurer's Report for 2016 - 2017  
May 16, 2017**

The 2016-2017 school year saw no unexpected expenses or fluctuations in income. The financial statements and subsidiary ledgers of the Montessori International Children's House are audited by an independent accounting firm, Farmer & First, P.C. Every year they conduct a full audit of the financial statements. As in the past, the reviewers concluded that the financial statements conform to generally accepted accounting principles.

MICH is proud to offer an excellent education at a cost that is less than that our peer schools. The total enrollment for the school year (2016-2017) was 165 students. The toddler class was fully enrolled with a healthy waiting list. Primary was also full and we saw a decrease of seven elementary students, following our largest graduating class of eight students. The budget included tuition increase of 3.5% per student, including nappers and PM extended day programs. Even with the increase, our tuition remains about 10% less than that of close competitors. Finally, to ensure our ability to keep and hire the most highly qualified and dedicated staff, the Board increased the salary line item by 4% and continued the tradition of awarding staff holiday bonuses.

The 2016 – 17 budget reflects our strong financial position and prudent spending practices. Budget decisions over the past school year were made in context of the current budget outlook. Some of the more significant budget decisions over the past year included, first setting a limit to the school's on hand cash reserves. This allowed us to consolidate and move several of the schools asset accounts into our long term investment accounts. Next, the Board approved the purchase of the home adjoining the MICH school (AKA "The Annex"). The property acquisition was completed using funds from the school's investment accounts, avoiding a costly mortgage payment.

As required by our Bylaws, MICH's Finance Committee implements the Investment Policy as established by the Board of Directors. This Policy provides guidelines and a structured approach for management of MICH's reserves. Security and liquidity are emphasized while providing for enhanced returns. MICH has held an investment account with Merrill Lynch since 2006 which has achieved 38.6% growth over the past five years. Our professional advisors at Merrill Lynch manage the account, and the Finance Committee reviews the investment portfolio on a regular basis, including yield and allocation of assets, to ensure they conform to MICH's investment policy.

MICH is on solid financial footing, thanks to many years of prudent spending policies, generous benefactors, and the expertise and tireless efforts of Marge Lohmann, Elizabeth Whitaker, and the Finance Committee. We are well positioned to weather any uncertainties that may arise and look forward to a bright future. As always, the MICH financial statements and results of the accountants' review and past audits are available to you in the office. Please let me know if you have any questions.

Respectfully submitted,

Tim Benningfield  
Treasurer

(See Financial Summary on Reverse)

Parents for Montessori Education, Inc.  
Summary Balance Sheet

**ASSETS**

<b><i>Current Assets</i></b>	<b><u>April 2016</u></b>	<b><u>April 2017</u></b>
Checking/Savings	1,192,486.12	1,068,187.34
Total Current Assets	1,211,192.77	1,068,187.34
Total Fixed Assets	1,760,794.39	2,112,246.45
<b><i>Other Assets</i></b>		
Merrill Lynch Inv (Long T)	820,706.45	975,039.41
<b>TOTAL ASSETS</b>	<b>3,792,693.61</b>	<b>4,155,473.20</b>

**LIABILITIES & EQUITY**

Total Current Liabilities	318,266.62	228,055.98
Equity	3,474,426.99	3,927,417.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,792,693.61</b>	<b>4,155,473.20</b>

<b>Ordinary Income/Expense</b>	<b>Actual Activity</b>	<b>Annual Budgeted</b>
	<b>Jul '16 - June '17</b>	<b>Amounts</b>
		<b>Jul '16 - June '17</b>
<b><i>Income</i></b>		
Tuition and Child Care	1,952,443	
Other Income (Donations, Div & Interest, App Fees, etc.)	79,284	
<b>TOTAL INCOME</b>	<b>2,031,727</b>	<b>1,845,882</b>
<b><i>Expenses</i></b>		
Personnel Expenses	1,327,514	
Professional Services	15,239	
Facility Expenses	99,216	
Supplies & Office expenses	26,167	
Utilities	18,223	
Depreciation	107,913	
Insurance	18,980	
Tuition assistance	40,000	
Other (Equip, Int, Printing, Postage, Field Trips, etc.)	95,607	
<b>TOTAL EXPENSES</b>	<b>1,748,859</b>	<b>1,823,630</b>
<b>Net Ordinary Income</b>	<b>282,868</b>	<b>9,252</b>

**PME Annual Meeting  
Development Director's Report 2016-2017  
May 18, 2017**

There were several goals for the Development Office this year:

**Continue Growing the Annual Giving Program**

As of May 10, 2017 the Annual Fund has raised \$26,000 \$14,000 short of our \$40,000 goal. It is hoped that our constituents will come forward to meet this goal by June 30, 2017.

**Holding a Successful Auction**

The Auction was a huge success netting over \$50,000 for MICH. Parents, friends, grandparents and staff made MICH their priority for the night and the results are evident! Once again the Wish List was totally funded. Our thanks to the PTO and all of you for supporting MICH's continuing renewal and upgrading of our classrooms and programs. Proceeds from the Auction support program enhancements and the Tuition Assistance Fund. Our heartfelt thanks to Kristin Lewis and Hilary Raftovich, Auction Chairs and their committee for making the Auction a night of friendship and fundraising!

**Increasing Funds for MICH via Affinity Programs**

One of the easiest ways for our community to help MICH is via our affinity buying programs. Shopping at amazon.com through the link on our website is an easy way to help MICH, and is a great way to involve family and friends in helping MICH. Anyone can shop through the amazon link on the homepage of our website. Even our green effort such as recycling cartridges brings funds to MICH. It may seem like small amounts but even small amounts add up and will continue to grow if we are actively spread the word to our families and friends – anyone can participate to benefit MICH! Our continuing goal to be conscientious guardians of the funds you entrust to us is a factor in maintaining our affordable tuition. Additionally we are serving as examples to our students of being guardians of the earth. They dearly love bringing in cartridges, boxtops, etc. and putting them in their proper containers – a very rewarding behavior on so many levels.

**Increasing Sense of Community at MICH and knowledge of MICH in the larger community**

- We currently have 444 page likes on our MICH facebook page. Our highest post reach has been 4.7K. A very simple way of increasing awareness of MICH is for you to Like our page and Like/Share our postings on your timeline. It is easy and keeps our name in front of a wider audience.
- For the fourth year in a row, MICH was voted # 1 Montessori School in the area by Capital Gazette's 2017 Readers' Choice Awards. For the first time, we were a Finalist in the Best Lower Private School. Thank you to everyone who voted for us.
- We continue to retool our advertising to better define our message to potential families.

Margo King  
Development Director

Larry Cate  
Development Chair