

2009 Calendar Year

*Montessori Radmoor School's  
Annual Report*



*Our Mission-*

*"Children will discover their unique  
potential by living the Montessori lifestyle  
hand in hand with parents and staff."*

## *Message from the Administrator*

The annual report provides a look at the past school year and provides updated information about the progress of our strategic goals.

As I reflect upon the past year at the school, I am thrilled to have our additional parking spots to relieve some "parking lot" stress and manage our busy pick-up and drop-off days. The new carpet for the primary rooms brought a comment from a parent on her tour. "Is this the new part of the building?" the parent asked. We continue to assess the needs of the building to keep the environment beautiful.

I would like to thank our parents and past parents who voluntarily serve on our board of trustees and who have been members of our strategic planning committees. Last year was spent redefining those goals to promote the longevity of the school. The members of the board share their areas of expertise, their time and their enthusiasm for Montessori education. They have the delicate task of balancing the financial needs of the school while being responsible for its growth and stability.

I would like to extend my gratitude to our alumni students and families who have participated in our giving opportunities and participated in our events. Your continued support contributes to the stability of the school for future generations of Montessori students and leaders.

Lastly, I would like to congratulate all of our parents for their commitment to a Montessori education for their child. During difficult financial times, everyone is faced with tough decisions. Every year is precious in the child's development and as written by Ben Franklin, an investment in education pays the best dividends.

Regards,  
Susie Hyatt



## *Strategic Plan 2008-2011*

### **Facilities Committee**

The short-term goals that have been completed are: replacement of the gym roof, hiring Ken Starr as the maintenance man, tree removal and clean up, creation of a library, installation of a bike rack, and Toddler outdoor playground installation. The goals currently under development are the addition of a greenhouse, revamping the nature trail (proceeds from the 2010 auction will assist this effort), and re-mulching playgrounds in the spring.

Additional short-term goals include updating to wireless technology and replacing the windows in the primary area.

The long-term goal of 20 additional spaces for parking is completed. Long-term goals that are still in process are restoring the observation deck (proceeds from the 2010 auction will assist this effort) and adding an addition to the building to include a classroom, commercial kitchen, tutor room, and storage space.

### **Enrichment Committee**

The accomplished short-term goals are the revamping of the recycling program, fostering an awareness of "green culture", and the creation of an Energy Club that met for four weeks in February 2009.

The goals currently under research are the creation of a resource room with additional resources for music/foreign language/etc. and having one language immersion room.

The long-term goals are to have a language immersion classroom at each level, to add a kitchen facility for lunch preparation, and to expand the utilization of the resource room to include open-to-the-public rental of the facilities and a parent-infant class.

### **Technology Committee**

The finished short-term goals for the website are updated photographs of children at work, updated staff biographies, a list of auction items via a link on the home page, and a list of publications that parents may use as resources to understand curriculum. We are updating our technological capabilities through the purchase of a laptop and projector for the school, a new television, and a new computer for Elementary 2.

The long-term goals are to have wireless capabilities at the school, an on-line store for school paraphernalia, and paperless enrollment via email.

### **Fund Committee**

The short-term goal of finalizing the Tree of Life was completed in October of 2009 with a dedication ceremony attended by current and past families. Also initiated by a short-term goal of this committee, financial information regarding how the tuition payments are utilized is enclosed in this report.

The short-term goals in review are to offer a spot where parents can designate a monthly donation be added to their statement, and distributing information to parents regarding corporate matching.

The long-term goals are the development of a website-giving program and strengthening the school's relationship with Alumni. Furthermore, as the need for additional space becomes necessary, this group will create a committee to research companies that instruct non-profits on building and maintaining a Capitol Campaign. The committee will establish a method of payment for this instruction.

### **Marketing Committee**

The short-term goals completed are the formation of a technology committee, an updated teacher's profile on the website, and all accreditations and memberships held by the school or staff listed on the website with accompanying links.

The short-term goal under construction is an automatic link to a form to ask additional questions not under FAQ for those individuals visiting our site.

The long-term goals completed are the availability of reusable grocery bags with the school name printed on them, and the cultivation of a relationship with an MSU department to develop a marketing plan as a

class project. We are currently working with students in a 400 level class on a communications project to develop marketing tools.

A long-term goal is to create an ad-hoc committee to review and critique all printed and web materials for consistency, clarity, creativity, appeal and effectiveness.

### Parental Involvement Committee

The initiated goals were to hold an evening coffee for working parents, distribute articles about how parents are involved currently, research purchasable items that market the school, and include in the PGA welcome folder that we want 100% participation in at least one event during the school year.

The long-term goals concerning parent outreach are an afternoon coffee for parents at pick-up time, to schedule lunch meetings for parents to come and have lunch with their children at the school, and to personalize thank you notes to volunteers.

Future actions to build relations would be a Family Fun Night, to market the PGA and foster community within the school, and a year-end survey to evaluate how many events parents attended and why or why not they participated.



Greenhouse Model



TV with PowerPoint.



Bike Rack



Twenty new parking spaces.



Library



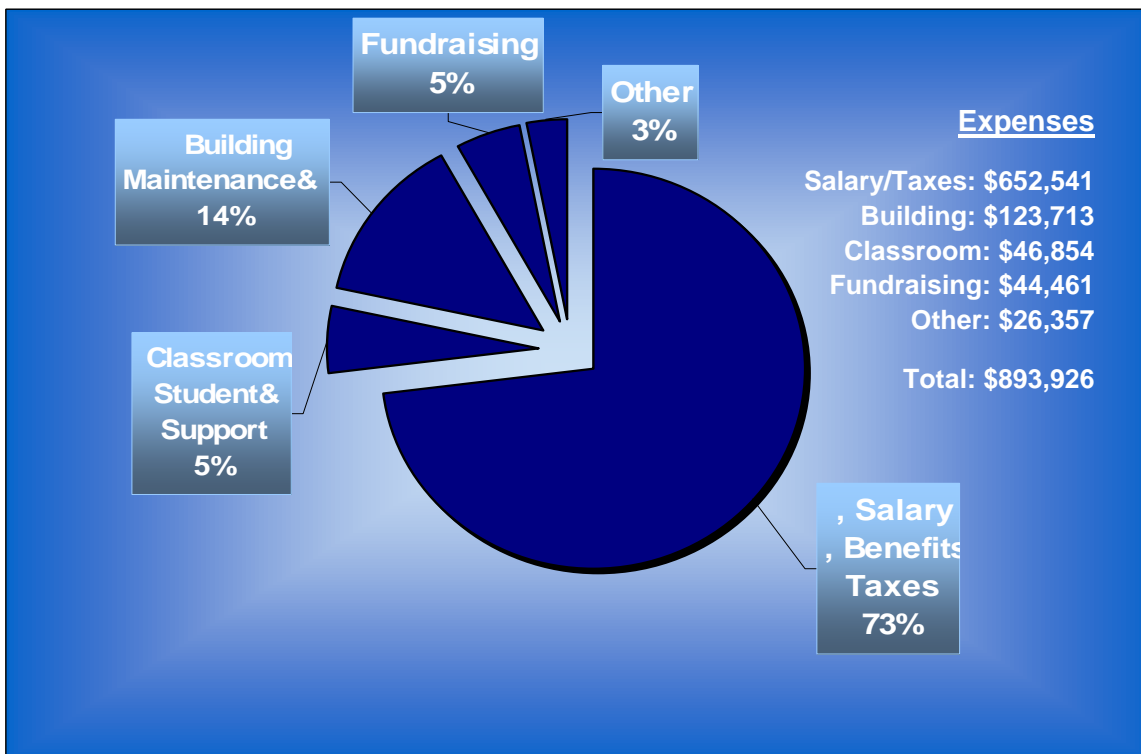
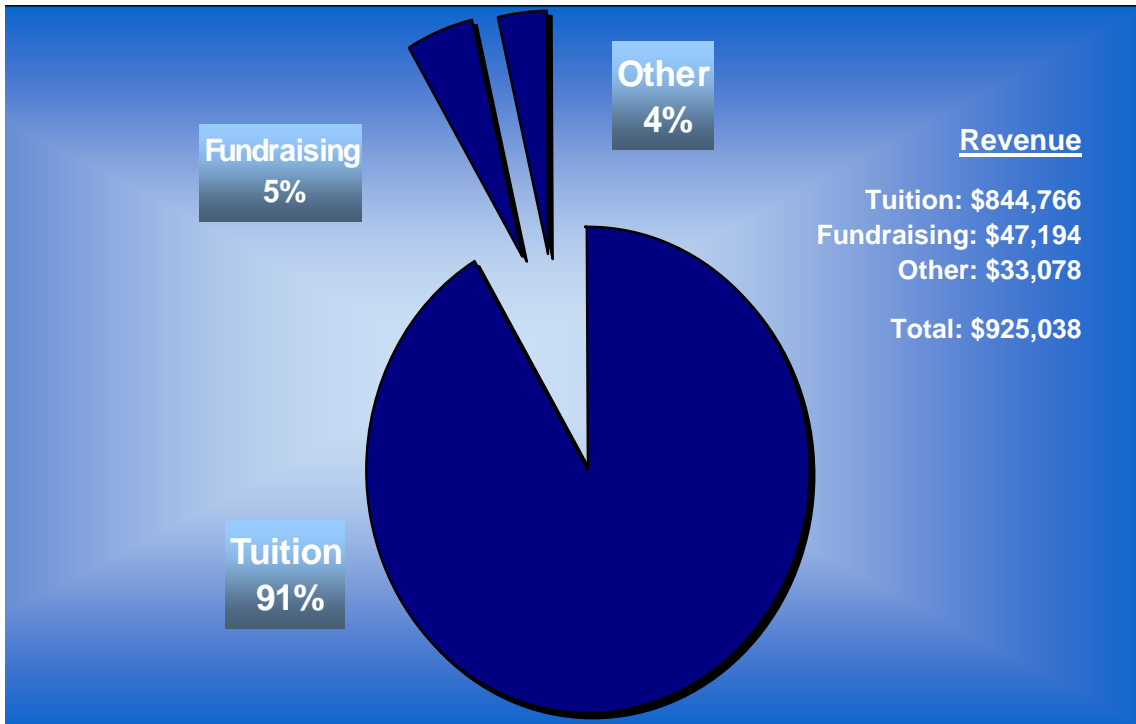
Toddler  
Outdoor  
Playground  
Equipment



Recycling  
Center

# 2008/2009 Financial Report-

Submitted by Mollee Neff, Business Manager



## ***Giving Opportunities***

### **Scrip Program**

This program began during the 2008-09 school year, in order to assist families with tuition costs or as a contribution opportunity for the Scholarship fund. We had 21 families participating, with a total of \$381.50 credited towards tuition. The Scholarship Fund was given \$100.23.

### **Tree of Life**

We would like to thank the following families who have contributed to the tree: Bandemehr, Belman-Wells, Boyer, Ellefson-Frank, Finkbeiner, Hadlock and Stephenson (via Willingham & Cote'). This list includes both alumni and current families. The Scholarship Fund has been credited with \$994.00. This year, \$7,800 from the Scholarship Fund has been utilized by five families.

### ***Grant Writing***

Through the generosity of the auction attendees, we were able to raise funds for the purchase of a new 20'x32' greenhouse structure. In order to cover the costs of construction, supplies, and a greenhouse supervisor, four grants were written to complete the project.

The Allen Foundation grant is for \$18,600 or \$6,200 annually for three years, and notification of our status will be in June. The Captain Planet Foundation grant is for \$2,500, and we will be notified in April if accepted. The Granger Foundation grant for \$6,201.32 was declined on December 16, 2009. The National Gardening Association/Home Depot Youth Gardening grant is for \$1,000. Notification of status will be in February.

A proposal was sent to Dart Container for supplies for our Elementary Science Curriculum.

### ***Events and Fundraising***

Over 130 people attended Special Person's Day on November 20, 2009. It was great to watch the interaction between our guests and students.

Our Fruit/Poinsettia/Coffee Fundraiser was held at the same time, and netted \$708.05. This was an increase of \$89.50 over last year.

We had a great turnout for the 2009 'After Hours' Auction, with all proceeds going towards the greenhouse and updating the Toddler playground. The 2010 event will be held at Walnut Hills Country Club on Saturday, March 27, 2010 from 7:00 pm-12:00 am.

International Night is our highly anticipated community event. The staff, children and parents embrace the opportunity to celebrate all of our diverse cultures around the world. This year, the event will take place on May 21, 2010.

Tree of Life  
Dedication  
Ceremony



Special  
Person's  
Day



Classroom  
Projects for  
the  
Live Auction



Bidding in the Silent Auction



International Night

## Alumni

We are in the process of updating our alumni database. The database has 937 names entered beginning in 1968, with 298 names verified. If you know of anyone we should contact, please notify the school.

The Alumni Newsletter, "Montessori Radmoor Reflections", is sent in October and in late February. We mail to 159 alumni and email to 134.

In October 2009, we had an Alumni Pizza Party for students ages 6th grade and above, with twelve youth attending. They enjoyed food, basketball, card games, and catching up with their friends who they had not seen in awhile.

On Tuesday, January 12, 2010 we had an Alumni Panel, with an array of seven students returning to share information about transitioning. The panel included Jack Gilluly, a Junior at Okemos High School, who is now the student representative on our Board of Trustees. Jay Thaker, a Junior pre-med student at Michigan State University, and who helped run the Energy Club last February at Radmoor, had many insights to offer. Joan Johnson, a Primary and Elementary parent, commented on the panel.

"I was impressed that Jay, the alumni attending MSU, was able to reflect back and understand that self-motivation is the best tool one can have for continued education, and that he felt Montessori aided or supported the growth of self-motivation. It appeared to me that their experience at Radmoor has given them the tools to take responsibility for their own education. I left the meeting feeling very encouraged for the children and the Montessori program."



Alumni and current students enjoying International Night crafts.



Alumni playing basketball.



International Night Camaraderie



Alumni Panel