

**Rock Prairie Montessori School  
Board of Trustees  
Meeting Minutes  
12/7/2023**

Board Members Present: Nicole Barlass, Gabe Burke, Martha Carver, Abby Collett, Andy Dahl, Kimberly Helgestad, James McGovern, Bianca Singer.

Staff Present: Melissa Badger, Mary Kline

G. Burke called the meeting to order at 6:02 pm.

**Motion** to approve agenda. N. Barlass moved. B. Singer second. Motion passed.

**Motion** to approve the October 2023 minutes. N. Barlass moved. A. Dahl second. Motion passed.

**Financials**

Year End Financials were presented, as of 8/31/23, with the school coming out ahead by over \$26K. September and October financials were also presented, showing a positive net income above budget.

**Motion** to approve the financials as presented from August, September and October of 2023. Nicole Barlass moved. A. Collet second. Motion passed.

**2024-2025 Tuition and Wage Proposal**

M. Badger presented additional scenarios from the ones presented in October. The board looked at CPI, school comparisons, effect on monthly tuition and effect on overall budget. Discussion revolved around keeping an eye on keeping staff salaries competitive without raising tuition too high, coming to a consensus for both a tuition and staff wage increase.

**Motion** to approve, for 2024-2025, a tuition increase of 6% for Toddlers' and Children's Houses, 4% tuition increase for Kindergarten through Middle School, and a 4% wage increase for staff. Nicole Barlass moved. J. McGovern second. Motion passed.

**Credit Line Increase**

M. Badger presented the request to renew the credit line of \$121,500 with Blackhawk Community Credit Union. The cost is minimal, around \$125, with a brief application, every two years. While it is not needed, consensus was that it is better to have it than not. **Signers would be Gabe Burke, Board President, and Martha Carver, Head of School.**

**Motion** to approve renewal of the credit line at Blackhawk Community Credit Union. K. Helgestad moved. A. Collet second. Motion passed.

**2024-2025 Calendar**

A draft of the 2024-25 school calendar was presented. M. Kline explained the only major change was conferences, which were moved back a couple of weeks in both Fall and Spring. The structure will also change: two evenings and a half day of conferences to ensure we have enough evening conference slots for families.

**Motion** to approve the 2024-2025 calendar as presented. A. Dahl moved. N. Barlass second. Motion passes.

**Motion** to adjourn meeting. B. Singer moved. J. McGovern second. Motion passed.

Meeting adjourned at 6:56 pm.

**The next meeting is scheduled for January 25, 2024 at 6:00 p.m.**

*Minutes Respectfully submitted,  
Melissa Badger, Director of Finance and Communication*