

DEEPENING OUR COMMITMENT:

A Long Range Plan for the Damariscotta Montessori School 2012-2017

Facilities and Equipment:

Phase I: 2012-2013:

- Create Master Plan for outdoor facilities. Design to include: **In Process**
 - Natural playground elements
 - Outdoor art elements
 - Nature trail
 - Peace Garden
 - Landscape plan
 - Parking plan
 - Community Care Garden
 - Soccer field

Phase II: 2014-2016:

- Implement and build
 - Community Care Garden - **Complete**
 - Peace Garden
- Begin feasibility study to purchase abutting property for additional parking and future expansion.

Phase III: 2015-2017

- Implement outdoor facilities Master Plan elements:
 - Natural playground
 - Landscape design
 - Parking plan
 - Nature trail
- Pave basketball area.
- Add soccer field.

Phase IV: 2017:

- Feasibility study for multi-purpose facility to include:
 - Gym facilities
 - Performing arts

- Art room
- Athletic fields

Academic and Extra- Curricular Programs:

Phase I: 2012-2014:

- Transition classroom record keeping and progress reports to automated system that provides: **Complete**
 - Clear, standards-based tracking of student progress
 - Terminology that is understandable to both parents and traditional educational institutions.
- Restructure science curriculum scope and sequence and coordinate all levels. - **Complete**
 - Clear scope and sequence between levels.
 - Montessori cultural units identified for Primary levels based on Montessori philosophy and curriculum (geography, botony, zoology, etc.).
- Identify and implement handwriting scope and sequence for Primary and Elementary levels. – **In Process**
- Identify “base” extra-curricular program and insure staffing for programs (e.g. soccer, cross-country skiing, etc.) - **Complete**
- Create year-book club

Phase II: 2014-2016:

- Reference DMS curriculum to CORE standards. – **In Process**
- Create integrated curriculum, scope and sequence for visual arts and music programs.
- Create DMS Alumni tracking to follow academic, social and personal success of DMS graduates.
- Purchase 1-2 15 passenger vans for field trips and transportation for extra-curricular activities - grant funding to be sought.

School Community:

Phase I: 2012-2014:

- Establish strong parent community building program. – **In Process**
- Create 3 Committee system to support DMS school operations: - **In Process**
 - Fundraising Committee (Annual Fund and Spring Auction)
 - Building and Grounds Committee
 - Community Building (Volunteer coordination, DMS community events, local community outreach; to include “room parents”) – Montessori Parents’ Association
- Begin DMS Alumni Association to co-host Harvest Fest and Graduation party.
- Add beginning of the school-year picnic.
- Create Middle School mentoring program with younger students. - **Complete**

Phase II: 2014-2016

- Identify and create further community partnerships with 2 local organizations (e.g. Senior Spectrum, Botanical Gardens, etc.) that will support and enhance DMS programming.

Staff:

Phase I: 2012-2014

- Add Long-Term disability coverage to benefits package. - **Complete**
- Add “floater” to cover outside time, lunch breaks and prep-time for Primary staff. - **Complete**
- Begin “grow local” recruitment plan. - **Complete**
 - Become internship site by hiring assistants with interest and ability to take Montessori training.
 - Focus recruitment of assistants and teacher-training candidates from local area.
- Begin yearly staff team building workshop.
- Certify all staff as facilitators for both parent and classroom Positive Discipline. **In Process**
- Create master referral database for outside specialists. - **Complete**

Phase II: 2014-2016

- Increase teacher and assistant pay scale by an average of 3% (in addition to annual increases in salary scale).
- Increase continuing education budget by 25%.
- Add TIAA/CREF retirement plan to benefits package.
- Add assistant or part-time teacher to Middle School program.

Phase III: 2016-2017

- Increase teacher and assistant pay scale average of 3% (in addition to annual increases in salary scale).
- Increase matching contributions for retirement plan. Goal by 2017: 3%.

Finances:

Phase I: 2012-2017

- Build Cash Reserve to 6 months of operating expenses. – **In Process**
- Identify grant writer for programming and facilities projects:
 - Garden areas
 - Soccer field
 - Multi-purpose building

Phase II: 2017

- Create Endowment for Scholarships: To be funded with operational surplus and restricted gifts.

Board and Administration:

Phase I: 2012-2014:

- Increase board membership to 6 members. Board membership recruitment to focus on “alumni parents”, and community members who are able to help DMS with the following: - **In Process**
 - Promote the school in the local community.
 - Participate in fundraising development
 - Add needed talent (legal, agriculture, Montessori education, community involvement, etc.)
- Incoming board members to increase board presence at school events/activities: - **In Process**
 - Fall Harvest Festival
 - Graduation
 - Discovery Day
 - Contra Dance
 - Fundraising Committees
- Complete Policy and Procedure Manual for school administration. – **In Process**
- Complete Succession Plan for Board, administration and key staff members.

Phase II: 2014-2017

- Develop board ongoing “waiting list” for 4-8 potential members.

Enrollment/Recruitment:

- Our ultimate goal for total enrollment by 2014-2015 is a consistent 116 – **In Process**
 - 48 primary
 - 52 elementary
 - 16 middle school
- Create and implement recruitment and retention tracking procedure.
- Retention goals:
 - Middle School – 95%
 - Elementary – 90%
 - Primary – 82% (age 3 = 95%, age 4 = 76%, age 5 72%)

10 Year Goals

- Highly competitive pay and benefit package for Montessori staff for the state of Maine.
- Auditorium/community meeting space in planning stage
- Scholarship program to be partially funded by endowment.
- Cash reserve – 12 months of operating expenses.