

Harborlight Montessori School



Annual Report

Fiscal Year Ending June 30, 2005

Annual Report 2004-2005

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*Message from the President of the Board,
Philip Rogers*



Each Annual Report serves as a definitive fulcrum between and for two school years. The Report certainly chronicles the completed year, 2004-2005, with specific financial data and a review of program development. It is a tangible portrait of Harborlight's many steps forward. It serves as a clear reflection of the measurable progress of this energetic school.

But the Report also serves the school well by once again publicly and openly stating the factual underpinnings of the institution itself. No school can function successfully without a solid financial foundation. No school can move forward in program development without continued financial growth. That firm data is in this Report and is a reminder to all of us of the very necessary support that every single facet of the school is dependent upon.

An Annual Report does, however, skip over the most important part of the school, the people who are Harborlight. Parents, teachers, and especially children are the school, and their extraordinary



value cannot be recorded in data. At the same time I am certain that all of us who know Harborlight are very proud of both the past and present school years, and look forward with great confidence to the immediate future.

Philip Rogers
Philip Rogers
President of the Board of Trustees

Message from the Head of School

Dear Harborlight Community:

I am pleased to report that fiscal year ending June 30, 2005 (2004-2005), was another very productive year for Harborlight.

When 251 Essex Street came on the market in the spring of 2005, the Board of Trustees acted quickly to procure the property. Our campus has now grown to over 5 acres and 4 buildings! The **Trustee Site Planning Committee**, which reviewed the **Community Campus Development Survey**, made the recommendation to the entire Board of Trustees, to retain architect, Thaddeus Siemasko, to do a Master Site Plan.

The **top priorities** of the Harborlight community, as defined by the survey, are as follows:

- Library and Media Center
- Science Laboratory
- Swimming Pool
- Soccer/Playing Field

Based on the on the **Campus Development Survey** and recommendations made by the Administrative Team and after reviewing the **Annual Spring Community Survey**, the Site Planning Committee identified several other needs to be addressed by the Master Plan:

- Multi use indoor space/gym
- Improvement of traffic flow and parking
- Solutions for drainage and flooding problems

2004-2005 Operational Agenda - Support Items :

Meaningful Faculty Evaluation (MFE). Thanks to funds raised for the Teacher Enrichment Fund (TEF) last year, we were able to have a consultant from Independent School Management (ISM) come to the School during Teacher's Prep Week in late August 2004, to present this effective program for improving faculty performance. Teachers work closely with their Department Directors in order to realize their best potential while meeting professional goals and objectives. The Administrative Team finds it more effective than "top down" evaluations. MFE is thought provoking and user friendly and helps teachers to reflect and to "stretch" themselves professionally and creatively from their first day to their final day of their teaching careers. The core purpose of MFE is enhancement of faculty culture. MFE focuses upon professional development, one teacher at a time, in order to establish a faculty culture steeped in professional excellence and professional growth.

Harborlight Community Building was very successful last year. Christine Barenfeld started the year off by chairing a Fall Family Hoe Down and Square Dance at Moraine Farm in Beverly. The **Harborlight Parent's Association (HPA)**, under the guidance of Co-Presidents, Laureen Hadley and Mary D'Arrigo, sponsored all School Family Roller Palace events and helped with the Symphony by the Sea Music Fair and Concert held at Harborlight. The HPA also helped with the Elementary School Carnival, the Annual Auction, and Annual Lynch Park Picnic.

Accreditation and Licensing cost the School approximately \$5,000.00 and includes the renewal of the School's license with the State's Office for Child Care Services (OCCS); accreditation with the National Association for the Education of Young Children (NAEYC); and membership with the Association of Independent Schools in New England (AISNE). Rachel McAlpine chairs the Accreditation and Licensing efforts. Accreditation and licensing give the School credibility in the community and allow for participation in the distribution of funds from several state grants.

Emergency Planning was reviewed and updated last year. The Administrative Team is in charge of the Crisis Management Team. The Team put together an Emergency Management Manual shortly after 9/11. This red notebook is available in each administrator's office if anyone would like to review it. It includes the emergency notification to parents procedure. All phone numbers were released to class parents, (except those parents who have not given us permission to do so), in order for them to form a calling chain to call all the other parents in case of emergency.

The Strategic Plan, which covers from 2004-2005 through 2009-2010, was completed by the Board of Trustees in the early fall under the guidance of **Independent School Management (ISM)**. A copy of the plan is available in the Business Office for anyone who is interested in reviewing it.

Living Learning Leading

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Marketing is always best by “word of mouth”. Harborlight also has to budget for all publications including: the web site; new school brochures; the Beacon; the Annual Report and newspaper advertising for Open Houses. The 2004-2005 budget for advertising was \$20,000.

Harborlight Core Values and Code of Ethics was developed by the Administrative Team and released to the Harborlight Community in the spring. These are also published in the Parent Handbook which was released at the beginning of the 2005-2006 school year.

2004-2005 Operational Agenda - Student Programs:

Yeah Write! is a new national student literary magazine that is published four times a year and Harborlight was selected to represent Massachusetts in the latest edition. This book review and literary response program gives students the opportunity to read new books, review them in writing and become published reviewers. The Upper Elementary and Middle School students submitted book reviews that were sent off to ***Yeah Write!*** to be considered for publication. The best of these literary responses was **published in *Yeah Write!*** All submitted student reviews, whether selected for the magazine or not, and were published on the web site (www.yeahwritemagazine.com), giving each reviewer a chance to be read and looked upon as a positive role model for other students.

Health and Human Development is an important part of the Middle School curriculum. A Health and Human Development Education specialist was hired to present a course to the 6th, 7th and 8th graders.

A Family Music Fair and Concert was presented in the spring to the Harborlight Community by **Symphony by the Sea**. Directed by Jonathan McPhee who also conducts the Longwood Symphony and the Boston Ballet. The elementary students studied the music and the composers before the concert and the fair and concert were a huge success!

Community Service during 2004-2005 was performed for the following organizations: an Empty Bowl Dinner raised in excess of \$1,000.00 for the Beverly Bootstraps Food Pantry; Daffodil Days raised money for the American Cancer Society; collections were taken for Goodwill and HAWC; the students frequently entertained and visited the Nursing Home patients next door; the Save the Children and UNICEF annual drives brought in cash that was sent to those organizations; and St. Jude's Math-a-thon donated cash to St. Jude's Hospital.

The Library is currently ‘under construction’ and parent volunteers have started the very necessary cataloging of all of the books into our new Library Software system.

The GLOBE Program (*Global Learning and Observations to Benefit the Environment*) began at Harborlight in February of 2005 after Harborlight received a grant from the Lumpkin Family Foundation. GLOBE is a worldwide, hands-on, primary and secondary school-based science education program. While working with the program, the students had the opportunity to take scientifically valid measurements in the fields of atmosphere and hydrology, create maps and graphs using computers and learn how to analyze data. The students discovered how they can make a contribution to scientific research through observations and data collecting in their own environment. Eventually, students will be able to report their data through the Internet and collaborate with on-going research projects with scientists and other GLOBE students around the world! GLOBE helps students learn world geography, experience differences in cultures and see first hand how the internet brings the world closer. All elementary students participated in GLOBE science classes in the science lab located in the Middle School.

The Collins Writing Program is a program designed to simultaneously improve students' thinking and writing skills and is used in the Middle School program. Collins develops thinking skills through various types of writing assignments and is easily used in any content area. An instructor from the Collins Writing Program came to Harborlight in August 2005 to train our elementary and middle school teachers in how to use the program effectively in the classrooms. The writing program was implemented throughout the elementary program in the fall of 2005.

Character Education is an on-going initiative at our school. During 2004-2005 the students began using Character Counts, a youth ethics program that is based on six core ethical values: trustworthiness, respect, responsibility, fairness, caring and citizenship. Each class participated in lessons on character, role playing, reading and discussing how important good values are.

The Physical Fitness Initiative restricted fund was used to develop our **After School Athletics Program** in 2004-2005. Dan Lord and Kim Queen were hired as the coaches. The program was very successful and is continuously being developed and improved.

As you can see, Harborlight had a very busy and productive 2004-2005. It is a pleasure heading such a vibrant community! Thank you to all of the staff, parents and children for being part of Harborlight's 32nd year!

Sincerely,

Susan E. Egan

Susan E. Egan

Founding Head of School

Living Learning Leading

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Message from the Business Manager

The Harborlight 2004-2005 financial statements show another stable year and consistent growth to the fund balance. The Harborlight Trustees and Administration remain committed to solid financial management of the School however; good finance is merely a means to attain our primary goal [successful students] and Harborlight students continue to exceed our expectations year after year.



As a parent of a Harborlight toddler I am excited to observe the high quality of instruction that Harborlight teachers provide and the subsequent student achievements on a daily basis. From the nurturing and deliberate environment of the Infant, Toddler and Early Childhood programs to the challenging curriculum and high achievements of the Elementary and Middle School students. This is primarily how I judge Harborlight and I am pleased to report our School has had another great year!

We laid down our hammers and saws last year and started to assess how we want Harborlight to grow and develop for the next generation of Harborlight students. The Harborlight maintenance staff spent the year tying up loose ends after 11 straight years of building projects and the Administration and Trustees have been hard at work planning for the next phase of Harborlight's growth and development. In January 2005 the Trustees produced a 6 year strategic plan and in June 2005 the Site Planning Committee was created to develop a long range campus plan for Harborlight.

Harborlight Montessori School has come a long way from its humble beginnings as a one room early childhood program to the school that it is today. The past year has been the beginning of new era for Harborlight as we move away from our family run roots toward the goal of becoming a traditionally governed independent school. Harborlight has made enormous progress toward this goal over the past year and I have great expectations for the future of Harborlight.



Thank you to everyone who has been a part of the continued success of Harborlight Montessori School!

Onward and upward!

Jed Dickman

Jed Dickman, Business Manager

Statement of Activities 7/1/2004- 6/30/2005

Income

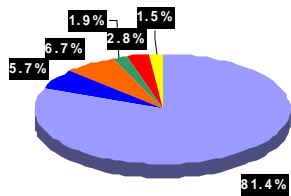
Tuition & Fees	81.4%	\$2,409,052
Summer Programs	5.7%	\$168,114
Child Care & After-School Programs	6.7%	\$197,293
Other Income	1.9%	\$56,784
Contributions & Fund Raising	2.8%	\$83,844
NCME-Teacher Training Program	1.5%	\$45,525
Total unrestricted income & support	100.0%	\$2,960,611

Expenses

Salaries & Benefits	64.4%	\$1,877,498
Financial Aid & Tuition Remission	6.1%	\$175,653
Facilities	14.1%	\$403,383
Program Expenses	5.9%	\$169,080
Administrative Expenses	7.5%	\$216,325
Fund Raising Expense	0.4%	\$10,963
NCME-Teacher Training Program	0.6%	\$16,717
Total expenses	100.0%	\$2,869,618
Change in net assets—surplus		\$90,993
Change in Net Assets		\$90,993
Net assets beginning of the year		\$780,423
Net assets end of the year		\$871,416

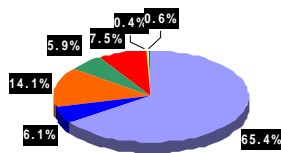


2004-2005 Income



- Tuition & Fees 81.4%
- Summer Programs 5.7%
- Child Care & After School Programs 6.7%
- Other Income 1.9%
- Contributions & Fund Raising 2.8%
- NCME - Teacher Training Program 1.5%

2004-2005 Expenses



- Salaries & Benefits 65.4%
- Financial Aid & Tuition Remission 6.1%
- Facilities 14.1%
- Program Expenses 5.9%
- Administrative Expenses 7.5%
- Fund Raising Expense 0.4%
- NCME 0.6%

Funding Update



Technology Initiative

The Technology Fund was created in the fall of 2003 to provide funding for capital expenses necessary to update the School's aging computer technology. Proceeds from the 2004 *Get Connected!* and the 2005 *Harborlight Club* Annual Auctions have been dedicated to this fund. During 2004/2005 improvements were made to the School's network, new computers were purchased, new software was purchased and a new school website was created. For 2005/2006 the School is planning on purchasing a mobile computer lab and adding a wireless network to the buildings.

7/1/2004 fund balance = \$37,860

6/30/2005 fund balance = \$15,752

Physical Fitness Initiative

The Fitness Fund was created in the fall of 2003 to provide enhancements to Harborlight physical education programs and facilities. Future plans include hiring a physical education teacher and improvements to the campus to facilitate new physical education programs.

7/1/2004 fund balance = \$43,734

6/30/2005 fund balance = \$43,130



Playground Initiative

The Playground Fund was created in the 1990's to replace older school playground equipment. The Playground Fund was closed this year after successfully bringing Harborlight playgrounds up to date. The remaining money in the fund was used to dismantle and dispose of the old pressure treated playground structure on the early childhood playground and to install the new playground purchased in the spring of 2004. The playground fund was also used to remove and replace the infant and toddler sand box in June 2005.

7/1/2004 fund balance = \$7,368

6/30/2005 fund balance = \$0

Funding Update Continued



Teacher Enrichment Fund (TEF)

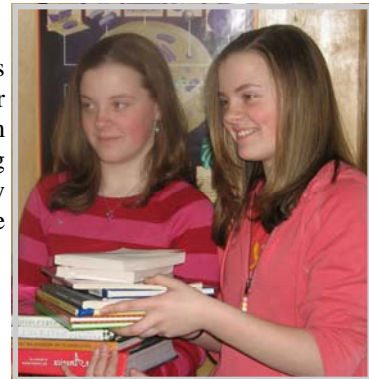
The TEF was created in the fall of 2000 to supplement the funding of professional development and continuing education of Harborlight teachers. This Teacher Gift Program raised \$7,190 for the fund in 2004/2005 and the TEF provided \$10,519 directly to the professional development of Harborlight teachers. Harborlight remains committed to the TEF and the core value that great teachers make great schools.

7/1/2004 fund balance = \$14,078
6/30/2005 fund balance = \$10,748

Library

The Library Fund's primary source of funding is from book fairs held at the school. These funds go towards the purchase of books for the school library and classrooms. In the summer of 2005 funds from the Library Fund were used to purchase a new computer catalog system for the school library. Parent volunteers are currently building the library database which should be online sometime in the winter of 2006.

7/1/2004 fund balance = \$3,363
6/30/2005 fund balance = \$3,890



These funds promote the continued assurance of the growth and promise of an independent, non-profit school.

Donor Appreciation

Annual Fund 2004-05

It takes a community working together to sustain a school. Harborlight could not achieve its mission of preparing responsible, productive citizens of the world without the support – both emotionally and financially – of its caring and compassionate community.

We are deeply grateful to the following donors:

Grand Benefactor (\$5000+)

David* & Laureen Hadley (*Olivia, M.S. & Juliet, Elem.1*)

Benefactor (\$2500 - \$4999)

Ken & Leanne Rauhala (*Ayla, Elem.2*)

Nokia (*matching gift to Rauhala family*)

Mark* & Patrice Sullivan (*Erica, Elem.1; Kendall, Elem.3; Brett, PS-1*)

Tom Cargill & Nicole Gadikis Cargill* (*Victoria, PS-4*)

Patron (\$1000 - \$2499)

John Hagerman & Christine Barendsfeld (*Janice, Elem.3 & Phoebe, PS-6*)

Lumpkin Family Foundation (*Anne Whitten, Zachary, M.S. & Caleb, Elem.4*)

Jed Dickman & Danielle Norton* (*Ava, Todd.1; Jed is Business Manager*)

Tom & Jennifer Eddy (*Dale, Elem.3*)

Michael & Suzanne Lachmayr* (*Adam & Noah, alumni*)

Greg & Kim Getschow (*Dana, Elem.4*)

Susan Egan & Bill McDonough (*Founding Head of School; Facilities Manager; grandparents of Ava Dickman, Todd.1; Ethan and Caleb Dickman, P4; Adam & Noah Lachmayr, alumni; also, Jed & Peter Dickman, alumni*)

Sponsor (\$500 - \$999)

Triple T Foundation (*Peter & Winnie Nordell: Jake, PS-7*)

Michael & Nan DePiero (*Jeffrey, Elem.3 & Kate, Elem.3*)

David & Connie O'Brien (*Charlie, PS-2*)

Supporter (\$100 - \$499)

David & Christine Rose (*Myles, Elem.1*)

Philip V. Rogers, Jr.* (*grandparent of Sofia Blomqvist, PS-6*)

Peter & Maria Lappin (*Jacklyn, PS-7*)

Bob & Carol Cipriani (*Daniel, Elem.3*)

Emily Weissblum Smith (*Phoebe Weissblum, Elem.2*)

Ed & Martha Bacigalupo (*Kate, PS-1*)

Rex & Esther Vanier (*Kate, Elem.2*)

Barry & Janice Ginsberg (*Heather & Drew, alumni*)

Anders & Katherine Moestue (*Christianna, Elem.3*)

Paul Gallagher & Christine Albertelli (*school accountant*)

H&R Block (*matching gift to Paul Gallagher*)

The Noriega family (*Maria Noriega, Elem.4*)

Paul & Jahna Gregory (*Lily, PS-3 & Rachael, PS-6*)

Friend (up to \$99)

The Fernandez family (*Gabriel, M.S.*)

Alan & Rachel McAlpine (*Cecilia, Inf. & Clayton, PS-4; Rachel is Dir. of Admission*)

Tony Portnof (*Will, M.S. & Daniel, Elem.2*)

Thomas & Valery Madore (*Stevie Deeb, alumnus; Valery is Admin. Assist.*)

George Guo & Su Wang (*John, PS-6 & Joyce, PS-6*)

Ric & Marcy Dion (*Robyn, M.S.*)

Rose Insurance Agency (*matching gift to Dion family*)

Mark & Elisa Pitkin (*Matthew, Infant; Elisa is Director of Education*)

Bernd Delfs & Bonnie Rynkowski (*Johann, PS-3*)

Deb Holloran (*HMS Admin. Assist.*)

Paul & Gail Estes (*Gail is HMS Admin. Assist.*)

Elizabeth Stone (*HMS Infant/Toddler Director*)

*Member- Harborlight Board of Trustees '04-05

In compiling this report, every effort has been made to ensure its accuracy. Please accept our apologies if any errors were made and please contact the office to make any corrections.

Donor Appreciation Continued

Teacher Enrichment Fund 2004-05

Donations to the Teacher Enrichment Fund were made this year on behalf of the following students in honor of their teachers.

Kate Bacigalupo	Drew Gross	Charlie O'Brien
John Balis	John and Joyce Guo	James and Laura Packard
Diana Beckwith	Janice and Phoebe Hagerman	Damian Panicali
Stephanie Biancucci	Christopher Harris	Kripa Philip
Hunter Calef	Jordan and Ryan Irvine	Matthew Pipes
Victoria Cargill	Alexis, John and Nicholas Kasarda	Sophia Rores
Maria Cristoforo	John and Julia Kausel	Aeden Salvador
Aaliyah and Sydney Cunningham	Ethan Kittell	Madison Santo
Lucy Curtis	Heather Kuebel	Frank Scherkenbach
Faye and Kyra Deligiannides	George LeBoeuf	Jackson Schultz
Ava Dickman	Ethan Low	Phoebe Weissblum
Sophia Doane	Daniel and Megan Lynch	Delaney Sprague
Hannah Dragonas	Abigail Mace	Margaret Sullivan
Ben and Lauren Estabrook	Maura McCarthy	Brett, Erica and Kendall Sullivan
Gabriel Fernandez	Joshua Miles	Shawna Swansberg
Elizabeth Gasiorowski	Chriatianna Moestue	Anna Valuev
Isabelle Geskos	Spencer and Rachael Murrin	Sophie Vaneck
Adam and Lily Goodspeed	Lawrence Newbury	Kate Vanier
		Stephen Wickers

Annual Auction 2004-05

Marie Andrews	Peter and Maria Kasarda	Bonnie Rynkowski
Karen Angelli	Peter and Maria Lappin	Nichole Schrafft
Scott and Sue Barraclough	Marcela Laverde	Steve Serowick
Nick and Gail Biancucci	Amy Lewerenz	Beth Sieminski
Zachary Bensley	Valery Madore	Emily Weissblum Smith
Tom Cargill	Barbara Maitland	Kathy Speranza
Jed Dickman	Rachel McAlpine	Mark and Patrice Sullivan
John Doane	Michael and Susan Miles	Jean Tanch
Susan Egan and Bill McDonough	Heather Miller	Ray and Linn Torto
Gail Estes	Mitch and Renee Mitchell	David Tucker
Holly Greene-Alto	Elisa Pitkin	Jessie Wegner
David and Laureen Hadley	Jennifer Pizzo	Bob and Kathy Whitehair
Ann Marie Hayward	Jason and Jordan Ring	Tracy Wood
Deb Holloran	Heidi Rombola	Jennifer Wycoff
Diana James	David and Christine Rose	

The above are parents and staff only, many local businesses supported the Annual Auction and were recognized in the "Harborlight Club- Annual Auction '04-05" brochure.

