

RETURN APPLICATION TO:

FOR OFFICE USE:

OFFICE OF COMMUNITY SERVICES  
P.O. BOX 2627  
MADISON, WI 53701

PROGRAM:  
PURPOSE:  
AMOUNT REQUESTED:  
AMOUNT GRANTED:

CITY OF MADISON  
OFFICE OF COMMUNITY SERVICES  
CHILD CARE UNIT

LOAN APPLICATION

FOR OFFICE USE ONLY:

NAME OF CORPORATION:

Woodland Montessori

NAME OF SPECIFIC PROGRAM:

PERSON REQUESTING APPLICATION:

Erin Trondson

I HAVE DETERMINED THAT THE ABOVE PROGRAM MEETS THE CITY OF MADISON CHILD CARE PROGRAM ORGANIZATIONAL PREREQUISITES

CHILD CARE SPECIALIST:

Christina Williams

DATE:

4/30/2013

APPLICANT PLEASE COMPLETE:

ADDRESS OF PROGRAM:

1124 Colby Street  
Madison, WI 53715

PROGRAM DIRECTOR / PHONE:

Erin Trondson - 608-256-8076

CONTACT PERSON / PHONE:

Jim Hansen - 608-256-8076

CHAIRPERSON OF BOARD / PHONE:

Marlena Deutsch - marlenadeutsch@gmail.com

ADDRESS OF CHAIRPERSON:

42 Wirth Court  
Madison, WI 53704

RECEIVED

APR 29 2013

CD DIVISION

AMOUNT REQUESTED:

\$7,500.00

NATURE OF LOAN USE: (Please be brief)

The school is required to install a screened fence around its dumpster area. The school also needs to replace a fence between the toddler house building and the neighbor. The school has been working closely with the city planning commission to address ongoing challenges this neighbor has given the school over many years.

ARE THERE ANY ELIGIBILITY REQUIREMENTS FOR RECEIVING YOUR SERVICE? WHAT ARE THEY? (Be brief)

18 months for the toddler house, 3 years old and potty trained for the preschool

ANSWER IN DETAIL:

WHAT WILL YOU USE THIS LOAN FOR? WHO WILL BENEFIT DIRECTLY? HOW MANY WILL BENEFIT DIRECTLY?

The loan will be used to purchase a cedar fence and have it installed by a Madison fencing company. The fence will be beneficial to the school and the neighborhood. Woodland Montessori School serves over one hundred families, employes 25 staff members and provides business to numerous companies in Dane County. The school was established in Madison 42 years ago.

DOCUMENT THE NEED FOR YOUR PROPOSED USE OF THIS LOAN.

As a non profit organization, Woodland must draft tight budgets to provide high quality educational experience without dramatically increasing the tuition families must pay. It would be very hard maintain this balance if we had to add the full cost of a fence to the budget.

WHO WILL BE RESPONSIBLE FOR AND OVERSEE THE LOAN USE? ARE CONSUMERS INVOLVED? HOW?

Jim Hansen, the Business Manager, obtained quotes from 3 fencing contractors and presented them to the Board of Directors. The board will decide which quote to accept. The Business Manager and the building and grounds chair will work with the fencing company to install the fence. The Business Manager will be responsible for making the loan payments.

HOW WILL YOU BE ABLE TO REPAY THIS LOAN?

A monthly payment schedule. Successfully repaid a city loan for windows in 2007 under a similar arrangement.

SIGNED: \_\_\_\_\_

*James J. Hemers*

DATE: \_\_\_\_\_

*4/25/13*

**PLEASE ENCLOSE THE FOLLOWING DOCUMENTS:**

1. A Resolution from your board indicating support of the loan application.
2. Three letters from current consumers of your service indicating their views of the projected loan use. Letters should support the need for and concept of the projected loan use.
3. Complete projected budget and other sources of income.
4. A list of the member of your board and their address.

**IF THE LOAN IS PURCHASE RELATED, PLEASE ENCLOSE:**

5. Cost estimates from two independent sources.



# WOODLAND MONTESSORI SCHOOL

1124 Colby Street • Madison, Wisconsin 53715  
(608) 256-8076

4/24/2013

City of Madison  
Office of Community Services  
Child Care Unit  
PO Box 2627  
Madison, WI 53701-2627

Child Care Unit,

The Board of Directors for Woodland Montessori School passed a resolution at its 4/24/2013 board meeting in support of the loan application to the City of Madison for the installation of a new fence. The motion was made by Ken Opin and seconded by Nicole Rothwell. Thank you for considering Woodlands loan application and all the support you have given our school.

Sincerely,

Marlena Holden  
Board President  
Woodland Montessori School



# WOODLAND MONTESSORI SCHOOL

1124 Colby Street • Madison, Wisconsin 53715  
(608) 256-8076

April 25, 2013

City of Madison  
Office of Community Services  
Child Care Unit  
PO Box 2627  
Madison, WI 53701-2627

Community Services,

The purpose of this letter is to support the loan application for Woodland Montessori School. The funds from the loan will be used to install a fence between our Toddler House and a neighbor's property. The fence will provide a sound barrier between our property and the neighbor's property as well as improve the toddler's playground space. This fence will bring resolution to an issue that has challenged the school for many years.

Thank you for considering Woodland's application and supporting Woodland's efforts to serve the Madison community.

Sincerely,

Erin Trondson  
Director  
Woodland Montessori School



# WOODLAND MONTESSORI SCHOOL

1124 Colby Street • Madison, Wisconsin 53715  
(608) 256-8076

April 25, 2013

City of Madison  
Office of Community Services  
Child Care Unit  
PO Box 2627  
Madison, WI 53701-2627

Community Services,

I am writing to support Woodland Montessori School's application for a loan. This loan will enable the school to install a fence between our Toddler House and a neighbor. The purpose of the fence is to provide a sound barrier between our property and the neighbor's property as well as improve the toddler's playground space.

Woodland has been serving Madison families for over 40 years. Thank you for considering Woodland's application. Please contact me if you need any further information for the school's application.

Sincerely,

Jim Hansen

Business Manager

Woodland Montessori School

**Woodland Montessori School**  
**Profit & Loss**  
 September 2012 through March 2013

Sep '12 - Mar 13

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Program Fees	
Full Tuition	656,430.00
Materials Fee	3,770.00
Organic Snack Fee	4,065.00
Sibling Discount	-5,980.00
Staff Discount	-24,250.00
<b>Total Program Fees</b>	<b>634,035.00</b>
Application Fee	3,450.00
Contributions	950.00
Drop In	780.00
Interest & Dividend Income	64.54
Late Fees	25.00
Milk fee	1,019.48
Scholarship Credit	-12,310.00
<b>Total Income</b>	<b>628,014.02</b>
<b>Expense</b>	
Advertising	925.60
Bank Service Charges	248.06
Depreciation Expense	6,844.25
Dues and Subscriptions	97.60
Gift	2,262.17
Insurance	
Business Insurance	2,571.19
Dental Insurance	922.16
Health Insurance	43,670.96
Life Insurance	646.68
Short Term Disability	3,380.94
Umbrella	320.81
Worker's Compensation	5,115.35
<b>Total Insurance</b>	<b>56,628.09</b>
Interest Expense	6,121.07
Janitorial	6,475.00
Licenses and Permits	20.00
Material Fee Expense	5,011.33
Meals	1,174.00
Miscellaneous	638.00
Payroll Expenses	
Enrichment	500.00
Admin	0.00
Bonuses	5,325.00
Cooking	28.62
Dance	1,020.00
Meetings	1,587.38
Music (Other)	201.30
Overtime	236.31
Regular	18,242.01
Salary	414,827.25
Substitute	8,736.72
Vacation	262.94
Yoga	0.00
<b>Total Payroll Expenses</b>	<b>450,967.53</b>
Payroll Taxes	
FICA Expense	32,658.27
Wisconsin Unemployment	7,193.99
<b>Total Payroll Taxes</b>	<b>39,852.26</b>
Postage and Delivery	474.32
Printing and Reproduction	675.12

**Woodland Montessori School**  
**Profit & Loss**  
September 2012 through March 2013

	Sep '12 - Mar 13
<b>Professional Fees</b>	
Accounting	1,295.00
Flex admin fees	417.50
Payroll Processing	2,588.11
<b>Total Professional Fees</b>	4,300.61
<b>Program Expense</b>	
Dance	2,210.00
Groceries	8,661.45
Music	750.00
Resource teachers	1,515.00
T-shirts	457.50
<b>Total Program Expense</b>	13,593.95
<b>Repairs &amp; Maintenance</b>	
Building Repairs	6,826.93
Computer Repairs	518.35
Grounds	4,062.73
Property Up-keep	3,647.00
Repairs & Maintenance - Other	22.50
<b>Total Repairs &amp; Maintenance</b>	15,077.51
<b>Supplies</b>	
Copier	856.85
Facilities	2,531.89
Office	10,259.92
<b>Total Supplies</b>	13,648.66
Teaching Materials	3,509.30
Telephone	1,680.37
Training & Professional Develop	2,447.00
<b>Utilities</b>	
Gas and Electric	3,412.00
Water	1,846.40
<b>Total Utilities</b>	5,258.40
<b>Total Expense</b>	637,930.20
<b>Net Ordinary Income</b>	-9,916.18
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Contributions Income	1,000.00
<b>Fund Raising</b>	
Giving Tree	900.00
Silent Auction	10,772.00
Holiday Mailing	3,580.00
Wisconsin Homegrown	2,324.42
Misc. Fundraising	672.30
<b>Total Fund Raising</b>	18,248.72
Unrealized Gains (Losses)	747.44
<b>Total Other Income</b>	19,996.16
<b>Other Expense</b>	
Fundraising Expense	
Wisconsin Homegrown	1,615.05
Misc. Fundraising Expense	3,329.94
<b>Total Fundraising Expense</b>	4,944.99
<b>Total Other Expense</b>	4,944.99
<b>Net Other Income</b>	15,051.17
<b>Net Income</b>	5,134.99