

Request for Proposals for a Montessori Preschool

Jan 1, 2022

INTRODUCTION

Montessori Blossom Montessori School's Board of Directors invites current and aspiring Heads of School to join us as we envision and embark on the next phase of our authentic Montessori School. The Board is committed to continuing Magnolia's mission to provide an exceptional Montessori learning and care experience to the Louisville, Kentucky community.

BACKGROUND

Magnolia Blossom Montessori (MBM) School, a [Wildflower School](#), opened in 2017 as a single-classroom micro-school serving children ages 1-3. In 2020, MBM expanded to become a two-classroom school for children ages 1-6 with an authentic Montessori experience, deepened by the principles of the Wildflower Network. MBM quickly established itself as a thriving member of the neighborhood -- with a vegetable garden on our patio, and our daily use of Memorial Park. We have established relationships with the Louisville Public Library, Spalding University, and Nia String Violin Program as well. We currently have an 8-person staff with one Director, and staff members are offered a calendar year contract from August 1-July 31 of each year.

After the 2022/23 school year, the two current Heads of School are stepping down from their positions to move on to new opportunities. The lease on the Old Louisville location is good through 2025, and has a opt-out option this year if a new location is desired. Our current location has been extensively updated with new childrens' bathrooms, tile and carpet flooring, paint, and updated fire systems. We have a Food Service/Health Department Licensed kitchen for our school. Our space meets regulations and requirements for a licensed childcare center and is currently licensed as Magnolia Blossom Montessori School, up to 60 children, but currently has 2 classrooms serving 36 children total.

**Teacher Leader-* refers to an experienced teacher who is ready to step into a leadership position. This person will lead the teaching staff and the school, taking on some administrative duties. This is only one style of leadership we are considering.

**Wildflower Affiliation* requires Montessori (MACTE accredited) trained Heads of School, Montessori trained classroom teachers, and an annual commitment to Wildflower Principles. We are happy to let you know more about Wildflower upon request. Our logo and name are connected with Wildflower Affiliation. Lost Affiliation means an opportunity for a new business name and logo.

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While goodbyes are often bittersweet, the Board is enthusiastic about the prospects for the next phase, and looks forward to identifying the Head(s) of School who will chart the course ahead. MBM has a long wait list and full enrollment, and is currently using a sliding-scale tuition model and participating in the Child Care Assistance Program to fulfill our commitment to equity and accessibility.

Magnolia's status is in good standing for all state programs we participate in.

OPPORTUNITY

Magnolia Montessori, Inc, DBA Magnolia Blossom Montessori School, is an established school operating with a Type 1 Early Childhood Provider License, for children 12 months of age through preschool age (6). We have a full supply of Montessori materials in good condition for one 1-3 classroom and one 3-6 classroom, furniture, and a healthy bank account. The new Head(s) of School will also have access to administrative, start-up, community, and ongoing operational development support from the Wildflower Schools Foundation if they choose to keep our affiliation. The Board has decided to solicit proposals from within the Wildflower network, and outside of it.

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Five kinds of proposals will be considered at this stage:

	Choose your own Adventure Path A			Path B	
Leadership Qualifications Needed	Montessori			Non-Montessori	
	Continue with same child care license and Wildflower Affiliation (with logo/name)  (1)	Continue Montessori preschool without Wildflower Affiliation (no logo/name) (2)	Montessori Private School (Could reapply for Wildflower Affiliation) (3)	Continue with same child care license (4)	Other Program (children's music/art or activity program, Open work space with child-care, etc) (5)
Director Qualified	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Montessori Trained (MACTE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	★	<input type="checkbox"/>	<input type="checkbox"/>

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Accredited					
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1. To continue as a non-profit, child care provider serving children ages 1-6, with Montessori curriculum,(MACTE Accredited) trained teachers, and Wildflower Affiliation, with a new or rolled over business plan.
2. To continue as a non-profit, child care provider serving children ages 1-6, with a Montessori curriculum, trained teachers (as best you can), and choose to forgo Wildflower Affiliation
3. To create a new or expanded Montessori program, change or forfeit child care license, reapply for Wildflower Affiliation with new leadership and proposal using the schools' current infrastructure and tools.
4. To use the space as a licensed childcare center without a Montessori curriculum, (materials would be relocated).
5. Non-Montessori, non-child care related space (materials would be reallocated)

CANDIDATES

This opportunity is open to:

- Any *Teacher Leader** or Emerging Teacher Leader committed to operating a Montessori Micro School, Wildflower Affiliated or otherwise.
- Any community leader or experienced childcare teacher or director committed to operating a non-profit child care under the existing license, in order to preserve child care in our community.
- Any school leader committed to including or expanding an early childhood education program (1-6) as part of an existing school, with Montessori-trained teachers to direct the program.
- A Childcare Director with experience and desire to lead an equity-based child care program with our existing child care license, willing to get Montessori trained, or otherwise,

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Additionally, we are seeking candidates with:

- Montessori Training (MACTE accredited)
- Director qualified, ECE or Education BA or MA
- At least 5 years teaching experience
- At least 2 years administrative/management experience preferred
- Commitment to working in Louisville Kentucky
- Entrepreneurial passion
- Leadership aspirations or abilities
- Strong communication skills
- A demonstrated commitment to uphold the principles of community set forth in Magnolia Blossom Montessori's policies and procedures, if continuing with Magnolia's Legacy (image, branding, etc).

SUBMISSION PROCESS & REQUIREMENTS

Stage One

All Stage One materials must be submitted by **March 1st** to all@magnoliablossommontessori.org

For Stage One of this process, please send a Letter of Intent to submit a proposal along with your resume and any questions you have about this Offering & Solicitation.

1. Intent to submit: include your contact information (name, phone number, email address), the type of proposal anticipated, and a brief draft of your intent.
 - a. Type of Proposal:
 - i. Indicate whether your proposal will be for a Montessori Preschool or a new or expanded program and if it's part of an existing school or non-Montessori child-care center.
 - b. Draft Intent:
 - i. Provide a brief draft summary of mission and vision statements. This draft can be revised and refined for Stage Two of the submission process.

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2. The resume should summarize the applicant's education, qualifications, and experience. It should include any relevant experience to the current school in operation or the school that is envisioned.
3. Any questions about this document and/or process must be submitted with the other Stage One documents. In order to maintain the integrity of this process, ONLY submit questions to all@magnoliablossommontessori.org.

Stage Two

All Stage Two materials must be submitted by **April 15th**, to all@magnoliablossommontessori.org

For Stage Two of this process, applicants will meet with current Heads of School, to discuss their Stage One submission, and be invited to submit their official proposal. Only applicants who have fulfilled Stage One requirements will be considered.

1. Submit a cover letter that describes your background and a brief summary of your proposal.
2. Compile your proposal in the format that best suits your creative vision. All proposals must include the following (if not using MBM's existing plan):
 - a. Mission statement
 - b. Vision statement
 - c. Integrated plan for equity, inclusion and ABAR practices
 - d. Draft budget

*We will provide a draft template for you to use, as well as a point of contact for support in drafting an initial budget

COVID NOTE

The Covid-19 Pandemic has severely impacted child care and regulatory support positions in our city. We appreciate your proposal's thoughtful consideration of this reality, and are especially interested in proposals that maintain childcare and Montessori education in our community, preserving the work that we have already achieved in this harsh climate. We recognize that Covid-19 has complicated the systems in place

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supporting schools and childcare centers, and appreciate the obstacles that come with the pandemic.

Timeline

All responses to questions submitted as part of Phase One will be published and shared with all Phase One applicants via Google Suite as an Appendix to this document.

A short list of candidates will be identified and interviews will be conducted per the dates in the timeline laid out in the next section of this document. Please be sure to hold the dates for interviews. Specific interview times will be defined and published with other Phase Two supporting documents.

Stage One

All Stage One materials must be submitted by March 1st to all@magnoliablossommontessori.org

Stage One Interviews will be conducted in March.

Stage Two

All Stage Two materials must be submitted by April 15th 2023, to all@magnoliablossommontessori.org

Stage Two interviews will be conducted in the second half of April.

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Got questions?

[Magnolia Blossom 2022/23 Employee Handbook](#)

[Job Description: Head of School](#)

[Magnolia Blossom Parent Handbook](#)

Magnolia Blossom Montessori

950 S. 3rd Street

Louisville, Kentucky

502-240-7656

<https://wildflowerschools.org/magnoliablossom/>

Follow us on [Facebook](#) and [Instagram](#) for more Montessori goodness in Louisville!

“We shall walk together on this path of life, for all things are part of the universe and are connected with each other to form one whole unity.”

—To Educate the Human Potential

Maria Montessori

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