

Penfield Montessori Academy

Board of Directors

Meeting Minutes

January 24, 2017

Present: Christine Holmes, Michelle Medeiros, Louisa Marks, Tere Sackerson, Lisa VanLandeghem

Excused: Phil Dosmann, Robert Mikulay, Todd Schoon

By Invitation of the Board: Karie Anderson, Ann Becker, Sabrina Claude, Jason Parry, Sonia Raymonds, Mark Rhode, Shun Tomlin

CALL TO ORDER

The meeting of the Penfield Montessori Academy Board of Directors was called to order at 12:08 p.m. by chair, Ms. Christine Holmes.

APPROVAL OF MINUTES

The minutes of the October 25, 2016 meeting were approved as written.

OPEN DISCUSSION

Ms. Holmes welcomed Ms. Sonia Raymonds to the Board meeting. Ms. Raymonds was invited to attend the meeting to discuss the following staff concerns:

- Decline in Enrollment
 - Primary reasons: transportation and lack of full day 4K
- Communication with parents
 - Multiple changes to school calendar, this was due to adding additional planning days for staff. New calendars went home with students. School off days bus showed up with students, and families showed up with their children.
 - Set up Calling Post. This sends out an automated message to families about upcoming events.
 - Wednesday Folders sent home to parents.
 - Improved signage around the building.
 - Staff to remind families the day prior to a school off day.
- Postcards without staff input
 - The postcard was presented to the Executive Team prior to the postcard being printed
 - Full day 4K was discussed, and it was decided in order to be competitive we would offer it. If the child is not ready for a full day it will not be offered.
 - Wanted to stress that Penfield Montessori is free.
 - The postcard is intended to be a marketing tool and to get people through the door. More details and explanations will follow once parent is engaged.

- Communication with Staff
 - Penfield Children’s Center employee at Penfield Montessori staff meeting to communicate.
 - Sara/Sabrina consistency of communication to staff
 - Executive Team assumed messages were getting communicated in unison to PMA staff.
 - There aren’t clear processes and procedures in place yet, still in the process of defining.

Ms. Tere Sackerson thanked Ms. Raymonds for attending. She added that there was an emphasis on the positive difference Montessori is making on the children. These frustrations are part of the evolution of the school. She would like to see this communication to remain open so that we can continue to improve.

STRATEGIC PLANNING

Ms. Holmes discussed the Strategic Plan Draft attached to the Board packet.

Next steps: Ms. Holmes and Dr. Claude will identify objectives and actions related to the four goals that are the Board’s responsibility, which are staff’s responsibility, and which are parent’s responsibility. We will finalize these goals before the end of the year.

SCHOOL OPERATIONS REPORT

Dr. Sabrina Claude reported on school operations.

MAPS and PALS Testing Summary

Dr. Claude discussed the data that was issued in the board packet. These state mandated tests are given three times per year. The results of these assessments are typical as most of the students are attending school for the first time. The K5 students did very well on these assessments and most of them came in already reading. We really need to focus on mathematics, K5 students are struggling in this area. At the next board meeting Dr. Claude will have the results of the second test given to students. She will provide a beginning and mid-year comparison.

Current Enrollment Status

Currently there are 47 students enrolled. We have lost students due to transportation, families moving, and lack of a full day K4. 57% of students have an IEP. Due to the higher percentage of special needs the lower class sizes has helped a lot.

FAMILY EVENTS & ENGAGEMENT

We continue to have monthly events. Some of the events include; Coffee with The Head of School and a variety of parent workshops. We are holding a Parent Advisory Committee meeting next week, here we will discuss parent engagement, volunteer opportunities, and enrollment for next school year. On February 16th a resource fair will be held, this fair will include a variety of community organizations. In order to increase attendance at these events we plan to pass out flyers in folders, and use the calling post to leave messages on parent’s phones.

PROGRAM UPDATE

PMA Data Collection

Ms. Ann Becker reported on Data Collection at Penfield Montessori Academy. The Quality Improvement Committee at Penfield Children's Center is currently working on designing and implementing a framework to measure success and show the effectiveness of Penfield programs. We are going to use the results to drive practices and publish results and hopefully change Public Policy if needed. We are currently looking at the three pillars of the school; Health and Wellness, Parent and Family Engagement, and Academic Success. We are still in discussions on how we will measure these areas.

FINANCE REPORT

Mr. Mark Rhode gave the Finance Report.

November Financials

- Mr. Rhode reminded the board that the original budget that was passed included 77 children. Tuition fees are down because the number of children are down, currently there are 47 students.
- Waiting on an additional Title I allocation, unsure of what that amount is yet.
- Salaries are close to budget; this number might climb towards yearend due to hiring additional staff to accommodate the higher special ed percentage.
- The health insurance plan is significantly lower due to lower number of employees.
- Occupancy costs will finish closer to budget by year end due to higher costs through winter months.

Five-Year Budget

- Next year we are looking at four primary classrooms and one lower elementary.
- We have increased the number of kids enrolled in order to increase revenue.
- The budget is staffed according to a 30% special needs rate. If the rate goes higher the number of staff will go higher.
- The end goal is to break even and to use as much campaign dollars towards upgrades to the physical property as we can.

Building Updates

- Next phase of construction will be about \$1.4 million.
- It will include a new elevator, updates to sprinkler system, upgrading windows to the rooms that will be occupied, and bathroom upgrade.
- Not included: remodeling of classrooms, HVAC update.
- In April 2017 Kohl's Facilities Associates will visit Penfield Montessori to work on small projects for the day.
- The environmental concerns will be taken care of by the end of calendar year. We have 18 months to use the money in the escrow account for this purpose.

DEVELOPMENT REPORT

Mr. Jason Parry reported on campaign and recruitment.

Campaign

\$5.3 million has been raised towards our goal of \$12.5 million.

Recruitment

- We will soon begin efforts retaining current students
- A lot of interest in the 3K program
- Target enrollment for each grade level is 32 students.
- Total students (current and pending) equals 120. Pending means we have the intent to enroll documents.
- At each Kohl's Building Blocks program and every community events we attend, we are actively recruiting for the school. We are utilizing Facebook, billboards, MKE Moms Blog, direct mail with focus within two miles, we will start to canvas the neighborhood soon.

OTHER BUSINESS

The board will be asked to vote on a potential new board member. Her name is Julie Gilpin. She has HR, legal experience and well connected throughout the community.