

Penfield Montessori Academy

Board of Directors

Meeting Minutes

June 19, 2018

Present: Christine Holmes, Louisa Marks, Tere Sackerson, Lisa Van Landeghem, Stephen Walmsley, Madonna Williams

Excused: Phil Dosmann, Julie Gilpin, Robert Mikulay, Deanna Tillisch

By invitation of the board: Karie Anderson, Ann Becker, Patti Dew, Jason Parry, Kathy Ronco

CALL TO ORDER

The meeting of the Penfield Montessori Board of Directors was called to order at 12:02 p.m.

APPROVAL OF MINUTES

The minutes of the May 15, 2018 board of directors meeting were approved as written.

EXECUTIVE DIRECTOR'S REPORT

Ms. Kathy Ronco reviewed the Executive Director's Report.

- 100% of Montessori Guides, Learning Strategists have signed their contracts for next school year.
- Next year's goals:
 - Solidify and build culture
 - Develop clear policies and procedures (relationship based) – Most importantly the Behavior Policy
 - Build professional learning community
 - Parent engagement
 - Develop our communities of learners
 - Strategic planning with the board of directors
- MAP and PALS Testing
 - Spring semester performed group testing, children did not do as well as when we administered individual tests.
 - Children had good individual growth

FINANCE REPORT

Ms. Patti Dew gave the finance report.

April Financials

- There is a balance in receivables. Receivables are getting collected. When the fiscal year is closed out this balance should be corrected.
- The accrued expenses is mostly the salary accrual and extra accrual for the summer salaries.
- Grants and Contributions is running ahead of budget
- State Aid was budgeted for more students than enrolled.
- Child Care was not budgeted for, that is additional revenue.

- Salaries are over budget YTD, this is due to summer salaries.
- Contract Maintenance is over budget due to snowplowing being much higher than expected.

2018-19 Budget

- Prior year budget was based on 114 students, this budget is based on 120 students including 7.7% attrition factor
- USDA – Attrition factored in this year
- Payroll taxes has increased, we are now recording SUTA taxes.
- Adding classrooms and associated staff increases the FTE count to 36.16 from prior year budget of 26.2 with corresponding increases in the cost of benefits
- Program supplies has been reduced based on lower need after replacement of supplies from 2017-18 flood damage
- Additional campaign funds are needed to cover operations
- 2018-19 Budget with DPI grant shows additional grant activity if the grant is secured. We will find out about the grant at the end of June.
- Transportation – Next year there will be six kids that will need transportation. We will not use a bus company next school year as that is too expensive. Looking into possibly having Penfield Children’s Center transport the kids. It does not need to be a school bus.

On a motion made and seconded, the Board of Directors unanimously approved Penfield Montessori Academy’s 2018-19 budget.

DEVELOPMENT REPORT

Campaign

Ms. Dew reported on campaign. Half of a large contribution made to the campaign has been used to pay down the bank loan on the school. There is still a balance on the loan. When larger gifts come in a percentage of the gift will be used to pay down the remaining balance of the loan. We are using campaign funds more rapidly than planned, year 2022 is the end of the current campaign dollars available. This is if no additional dollars are raised. This will be discussed in more detail at a future strategic planning meeting. Strategic planning will also include a plan for advocacy for more state dollars for special needs kids, student teacher ratio, health care partners, and space planning.

Mr. Jason Parry reported on campaign dollars to date. The SAMHSA grant mentioned at the last board meeting is not being pursued. May decide to pursue at a later point in time.

ADMINISTRATIVE PERFORMANCE REVIEW SUMMARY

Ms. Holmes reported on the administration performance reviews. The categories were; leadership, administration and decision making. About 20 staff submitted reviews. Low scores: clearer and timely decision making, sustainability, program infrastructure, and staff evaluations. High scores: Concerns of PMA families and children, broad-based participation by staff, relate and communicate with community.

OTHER BUSINESS

Discussion about possibly including PMA in the Croquet Ball. The board decided to table this discussion and include in the strategic planning for a fund development plan for the school.

ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:42 p.m.