

Penfield Montessori Academy

Board of Directors

Minutes

February 21, 2017

Present: Phil Dosmann, Julie Gilpin, Christine Holmes, Louisa Marks, Michelle Medeiros, Todd Schoon

Excused: Robert Mikulay, Tere Sackerson, Lisa Van Landeghem

By invitation of the board: Karie Anderson, Ann Becker, Sabrina Claude, Jason Parry, Mark Rhode

CALL TO ORDER

The meeting of the Penfield Montessori Board of Directors was called to order at by chair, Ms. Christine Holmes

APPROVAL OF MINUTES

The minutes of the January 24, 2016 Board of Directors meeting were approved as written.

NOMINATIONS

Penfield Montessori Academy (PMA) currently has vacancies on its Board of Directors. Ms. Julie Gilpin has expressed an interest in joining PMA's Board. Ms. Holmes recommends that the Board consider her for nomination to director position. On a motion made by Ms. Holmes and seconded by Ms. Louisa Marks the Board of Directors unanimously passed the following resolution.

RESOLUTION

Whereas, Penfield Montessori Academy currently has vacancies on its Board of Directors; and

Whereas, Ms. Julie Gilpin has expressed an interest in serving on the Board of Directors; and

Whereas, the agency's mission, program and services are consistent with Ms. Julie Gilpin's interest in advocating for children of all abilities;

Now Therefore, Be It resolved that it would be in the best interest of the Board to elect Ms. Julie Gilpin to the Board of Directors.

SCHOOL OPERATIONS

MAPS Testing Summary

Dr. Sabrina Claude gave an update on MAPS Testing Summary. The summary gives a breakdown of K5 reading and mathematics scores. 30% of students are below grade level and 70% of students are at least grade level or above in reading. Many students with special needs are meeting standards. 38% of students are at or exceeding grade level, 62% are below grade level in Math, with the lowest area being algebraic thinking. Mr. Phil Dosmann added that Montessori teaches reading first and math second, this is how the lessons are set up in the classrooms. As the children get older typically the scores will eventually even out. Also, a lot of students are not used to doing assessments on computers. At the end of the school year we will be able to compare our scores with other schools in Milwaukee.

Follow up on Internal Communication

Dr. Claude gave an update on internal communication.

Some improvements made since the last board meeting are:

- Phone tree implemented for parent notifications
- Wednesday folders with parent signature
- Staff are now able to submit agenda items for staff meetings
- Representatives from Penfield Children's Center are in attendance at Penfield Montessori staff meetings - Marketing, Facilities
- The Director of Special Ed and Dr. Claude are making sure that their communication to staff is consistent

UWM Annual Report

Dr. Claude went over the UWM Annual Report handed out to each board member. The Annual Report gives a picture of the type of data UWM uses to capture success for each of its schools. This report lists data from UWM Charter schools and all MPS schools. Academics, Operations and Finances are the three areas we are assessed on by UWM. This report is an example of what we can expect next year.

Parent Engagement

Dr. Claude updated the board on parent engagement activities.

- Parent resource room now available for parents to use. Computers, academic, and health and wellness resources available for parents.
- Parent engagement activities; coffee with Head of School, academic focus workshops, parent advisory meetings.
- Parent Facebook page
- Open House and Resource fair - very well attended by both current families and families interested in enrolling.
- Parent Montessori Education Session coming up in March

Staffing

Dr. Claude reported on staffing for the next school year. Next year an additional primary classroom will be added as well as an elementary classroom. We have recruited an elementary classroom teacher who has experience with special needs and is currently going through Montessori training. Dr. Claude will

attend an Open House at the Montessori Institute of Milwaukee. Last year Dr. Claude was able to recruit two teachers from this event.

Dr. Claude and Ms. Holmes are currently meeting with current staff to see if they are interested in continuing at Penfield Montessori into the next school year. Based on feedback received all staff are wishing to return for the next school year. Contract discussions will start soon and will be discussed in detail at the next Board meeting during an Executive Session.

DEVELOPMENT REPORT

Recruitment

Mr. Jason Parry reported on current enrollment. This year we are requiring students to submit additional information in order to be considered enrolled for next school year. Currently we have 66 students who have all required documents submitted. Follow up is currently taking place with the families that we need additional documentation from. Open enrollment ends March 1st, this date will determine if we will need to do a lottery. Enrollment goal for 17-18 school year is 120 children. 44 current students have committed to come back next school year, five students are still pending confirmation.

Campaign

Mr. Parry gave an update on campaign. \$5.85 million has been raised towards our \$12.5 million goal. 100% of Penfield Montessori Board and Penfield Children's Center Board have made commitments towards the campaign.

FACILITIES AND FINANCE REPORT

Budget

Mr. Mark Rhode gave a report on budget.

- The National School Lunch and Breakfast Program paperwork has been completed. We can now start billing for children's meals for reimbursement. The number for this year will be lower due to delayed enrollment.
- Title I money has been taken away, but the funding for IDEA has increased.
- Salaries are close to budget, benefits are lower due to lower cost of insurance.
- Supplies have exceeded budget. We will look at this line for next year to make sure enough money is being allotted.

Building Updates

Mr. Rhode gave an update on Phase II of construction. Phase II projects are: elevator, first floor windows, fire protection and sprinklers, first floor bathroom, soil remediation and tuck pointing. Total cost for Phase II of construction is \$1.7 million.

JUNE BOARD MEETING AND BOARD DATES for 2017-1018 SCHOOL YEAR

Ms. Holmes informed the board of meeting date changes.

- March 28th board meeting has been changed to April 4th

- May 30th board meeting has been changed to May 23rd

SCHOOL CALENDAR for 2017-18

Ms. Holmes discussed the calendar for the 2017-18 school year attached to the board packet. The attached calendar needs to be adjusted around the holidays and the Professional Development days should be moved closer to parent teacher conference per the request of the teachers. After updating, the calendar will be discussed at a future meeting.

ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:30 p.m.