

Penfield Montessori Academy

Board of Directors

Meeting Minutes

February 20, 2018

Present: Julie Gilpin, Christine Holmes, Louisa Marks, Tere Sackerson, Lisa VanLandeghem, Stephen Walmsley, Madonna Williams

Excused: Phil Dosmann, Louisa Marks, Robert Mikulay

By invitation of the board: Karie Anderson, Ann Becker, Patti Dew, Sonia Raymonds, and Kathy Ronco

CALL TO ORDER

The meeting of the Penfield Montessori Board of Directors was called to order at 12:07 p.m.

APPROVAL OF MINUTES

The minutes of the December 12, 2017 board of directors meeting were approved as written.

GOVERNANCE

Penfield Montessori Academy (PMA) currently has vacancies on its Board of Directors. Ms. Deanna Tillisch 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. Deanna Tillisch has expressed an interest in serving on the board of directors; and

Whereas, the agency's mission, program and services are consistent with Ms. Tillisch'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. Tillisch to the Board of Directors.

STAFF FEEDBACK

Ms. Holmes welcomed Ms. Sonia Raymonds to the meeting. Ms. Raymonds gave the following feedback from staff.

- The added security (guard, camera) at the school has been greatly appreciated.
- Expanded staff is appreciated.
- Staff sicknesses have been significant this year, the extra staff was most definitely needed. May want to consider having reliable substitutes for the future.

- Future building plans: Accessibility of the bathrooms for the children has been difficult this year. Consider running any future upgrades past someone who works with the children to ensure that the upgrades are suitable for the kids.
- Bathrooms upstairs – What is the plan for bathroom space when the classrooms expand to the upstairs?
- School model: Vision vs. reality – 45% special needs, 11 IEPs are in progress the special needs rate will rise to 56%. Difficult to focus on core academics when the special needs rate is this high. The teachers are currently brainstorming a model that will work best in this situation.
- Extracurricular activities: Art, Music, Gym and Library. The school currently does not have any. Ms. Raymonds has taken on doing a gym class for the children. Is there a wish list? The Volunteer Coordinator at PCC may be able to put one together.
- Staff training – CPI training for all staff. Crisis planning. Possibly start a week earlier to get trainings in.
- Communication has improved this year. Staff feel like they are being heard this year and that they have a say in the school.

SCHOOL OPERATION REPORT

Ms. Kathy Ronco gave the report on school operations.

MAPS Testing

- Winter scores did not do well. Testing was difficult during the winter due to lack of staffing. Winter scores do not get reported.
- Spring scores will be better
- The Waseca Reading Program is being implemented.
- Two staff members are in process of Orton Gillingham training

UWM Annual Report

Satisfaction survey results show that parents are pleased with the progress of the school. 68% of parents were surveyed. On a scale of 0-4 PMA received a 3.6 from parents. The Annual Performance Framework Report shows how UWM measures the performance of Penfield Montessori. There isn't much data to show on this report due to the age of the students and the school.

Recruitment and Enrollment for 2018-19

- 110 students were present at the first Friday count.
- January count was 99, due to students leaving the school.
- At the end of the month PMA will hold a lottery – Currently there are 80 intent to enroll forms w/36 K3 slots available.

DPI GRANT RESOLUTION

Ms. Holmes announced that Penfield Montessori is preparing to apply for a Charter School DPI grant. The grant is for \$550k spread out over three years. It will be used for professional development, resources and upgrades of the facilities. On a motion made by Ms. Holmes and seconded by Ms. Julie Gilpin the board of directors unanimously passed the following resolution.

RESOLUTION

Whereas, the Department of Public Instruction (DPI) requires a resolution from the Board of Directors of Penfield Montessori Academy authorizing the application for DPI Charter School Planning and Implementation Grant; and

Now therefore be it resolved that, the Executive Director of Penfield Montessori Academy is authorized to apply for the DIP Charter School Planning and Implementation Grant; and it is further resolved that any Officer of the Board is authorized to execute said application on behalf of Penfield Montessori Academy.

DEVELOPMENT REPORT

Kohl's Facilities Day

There is a Kohl's Facilities Day planned for May 2nd. Kohl's Facilities Supervisors will be at PMA for four hours doing upgrades to the building. Mr. Stephen Walmsley added that if anything additional needs to be done over the summer to let him know and he will try to arrange a smaller team of people.

Campaign

There are six weeks left of the Kellogg challenge grant. To date, more than 80% has been secured towards goal. Thank you to all Board members who have made a commitment towards the campaign.

FINANCE REPORT

Ms. Patti Dew gave the Finance Report.

December Financials

- Earned revenue is down 20%. Most of this is due to enrollment and state aid.
- Child care is on track. Billing has been submitted and being collected.
- Grants and Contributions to date are running 26% higher than budgeted. This is due to extra staff being added at a faster rate than anticipated.
- Total Expenditures through December 2017 are approximately 12% above the level budgeted for. Again due to extra staffing and accrual for teacher contracts which are earned over 10 months.
- Professional fees are over budget. This includes Audit, Legal, Data Processing, Temp Help and PCC administrative fees.
- Transportation is on budget.
- The balance in cash will fluctuate due to the timing of transfers from the campaign funds to meet the current obligations of the school. Cash from campaign is being transferred as needed.
- Receivables are recorded for Child Care services as well as from USDA, Medicaid and grants.

ADJOURNMENT

There being no further business to come before the board the meeting was adjourned at 1:46 p.m.