

**Penfield Montessori Academy**

**Board of Directors**

**Minutes**

**April 4, 2017**

**Present:** Phil Dosmann, Julie Gilpin, Christine Holmes, Lisa Van Landeghem, Michelle Medeiros, Tere Sackerson

**Excused:** Louisa Marks, Robert Mikulay, Todd Schoon

**By invitation of the board:** Karie Anderson, Ann Becker, Jason Parry, Sarah Purzycki, Mark Rhode, Kathy Ronco

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**CALL TO ORDER**

The meeting of the Penfield Montessori Board of Directors was called to order at 12:05 p.m. by chair Ms. Christine Holmes.

**APPROVAL OF THE MINUTES**

The minutes of the February 21, 2017 Board of Directors meeting were approved as written.

**LEADERSHIP TRANSITION**

*Severance of Contract with Sabrina Claude*

Sabrina Claude resigned voluntarily, her last day was on March 10, 2017.

*Introduction of Executive Director Kathy Ronco*

Ms. Kathy Ronco introduced herself to the board. Ms. Ronco's first day as Executive Director was March 13, 2017.

*Redesign of Chief Academic Officer/Principal*

The Special Education Coordinator position will not be renewed. We need a Dean of Pupil services which will require a principals license and will oversee the academic portion of teacher evaluations and student testing. Ms. Holmes and Ms. Ronco are working on a new job description. A board committee will be set up to interview for this position.

**SCHOOL OPERATIONS REPORT**

*Kathy's First Three Weeks*

- First days spent observing
- Teaching staff is excellent - thirst for knowledge and professional opinions
- Would like to see Montessori as of a way of life at the school – Montessori training needed for all staff at the school

*Staffing Update/Contract Renewals*

- Will begin talking to current teachers to renew their contracts – Should be done within the next three weeks
- We will shift contracts to September to August contracts instead of July to June

## **DEVELOPMENT REPORT**

### **Recruitment**

Mr. Jason Parry reported that we are currently at 103 students enrolled for next school year. A waitlist has been started for K4, K5 and First Grade. K3 students are still needed. We are anticipating that the special needs rate will be lowered to about 38%. We do not know how many children will come in undiagnosed. Every child will be assessed prior to the start of the school year. We are currently at 62% special needs. 100% of children will return next year.

K4 has been advertised for all day next school year. After assessments the staff will determine if all children are ready for a full day.

### **Campaign**

Mr. Parry gave a report on campaign. Three 6 figure and one 7 figure proposal will be going out in the second quarter. We are still in the quiet portion of the campaign and will soon transition to the major gifts phase of the campaign. Penfield Children's Center trustees will host major events in the second quarter, where Penfield Montessori's vision can be shared with a larger audience.

## **FACILITIES AND FINANCE REPORT**

### **February 2017 Financials**

Mr. Mark Rhode reported on the February 2017 Financials.

- Therapy revenue has been received through January. We are now getting a baseline on what to budget for next year
- Preschool/Flow through total dollars are expected by the end of the year.
- Grants & Contributions is on target
- Salaries are moving closer to budget as we get fully staffed
- Professional fees are higher than expected due to hiring through temp agencies
- February was the first month we were approved to bill towards the food program, revenue has not been recorded yet
- The budget will be presented at the May Board meeting

### **Building Updates**

Mr. Rhode gave an update on the building construction for phase II.

April activities

- Pulling permits
- Finalizing drawings
- Ordering elevator
- Meeting with St. Michaels regarding heating/boiler issues
- Kohl's Facilities Day will be held on April 26th – They have already done some painting and started cleaning floors. 70-100 regional managers from around the country are expected to volunteer the day of the event.

May activities

- Starting second floor sprinkler system
- Temporary walls will come down

- Basement demo work

June activities

- Digging for elevator
- Turning conference room into bathroom/nurses station

### **BOARD MEETINGS**

The June meeting has been scheduled for June 20<sup>th</sup>, the budget will be finalized at this meeting. Board meetings will continue to be held on Tuesdays. Ms. Holmes and Ms. Ronco will work on Board meeting dates for the 2017-18 school year and present at the next Board meeting.

### **SCHOOL CALENDAR FOR 2017-2018**

Ms. Ronco passed around a draft of next year's school calendar. September 5<sup>th</sup> will be the official start to the 2017-18 school year. Addition staff professional development days have been added. This is due to the school being new and the need for additional education and training for the teaching staff. With the additional days off, we still exceed the required number of school hours for the year. All returning students will start the first day of school. New student's start date will be staggered.

Ms. Tere Sackerson recommended that once we finalize the school calendar that it be adhered to. The teachers expressed how stressful the multiple changes to this year's calendar were, not only to staff but also for parents.

### **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:26 p.m.