

Penfield Montessori Academy

Board of Directors

Meeting Minutes

June 20, 2017

Present: Phil Dosman, Julie Gilpin, Christine Holmes, Louisa Marks, Robert Mikulay, Tere Sackerson, Todd Schoon, Lisa VanLandeghem

Excused: Michelle Medeiros

By invitation of the Board: Karie Anderson, Ann Becker, Jason Parry, Sarah Pursycki, Mark Rhode, Kathy Ronco

CALL TO ORDER

The meeting of the Penfield Montessori Board of Directors was called to order at 12:14 p.m. by chair Ms. Christine Holmes.

APPROVAL OF MINUTES

The minutes of the May 23, 2017 Board of Directors meeting were approved as written.

EXECUTIVE DIRECTORS REPORT

Ms. Kathy Ronco gave the Executive Directors Report.

2016-17 School Year Wrap-up

- The year ended really well.
- Pals and MAPs testing was completed.
 - Fall to winter testing there was a lot of growth.
 - Spring testing the students flattened out and did not do as well.
 - Spring tends to have lower test scores in other school districts as well.
 - UWM felt good about the numbers.
- Child Outcomes Test – Based off of skillsets
 - Three key areas are looked at: positive social emotional skills, acquisition and use of knowledge and skills, and appropriate behaviors to meet needs (independence)
- A lot of growth anecdotally – Focused on teaching the children how to learn.

2017-18 Recruitment and Enrollment

- Enrollment goal is 114 total students – Actual enrollment is now at 116.
- We are keeping families engaged over the summer months to help keep enrollment up.
 - Personal phone calls - July
 - Teachers are sending out letters to all students - end of July
 - All school welcome package mailed in August
 - Ice Cream Social - end of August
- 72.3% of children enrolled in the 16-17 school year received special education
- All students enrolled for the 17-18 school year have been screened
- Enrollment for the 17-18 school year:

- 40-K3 with 37.5% special needs
- 34-K4 with 52% special needs
- 20-K5 with 55% special needs
- 20-1st with 68.2% special needs
- Average special needs is about 50%

Staffing

- We still need a special education teacher, a lower education teacher, and four teacher assistants.
- Dean of Pupil Services, Nicola Ciurro was hired and has extensive experience with special education. Her first day is July 5th.
- Many of the current teachers are in training over the summer months.

FACILITIES AND FINANCE REPORT

Mr. Mark Rhode gave an update on Finance and Facilities

May Financials

- State Aid for the year has been booked. The variance is due to lower enrollment than budgeted.
- FDA food program – billing has been submitted
- Preschool/Flow through revenue from IDEA offsets the shortfall in Title I funds
- Special Ed Categorical Aid is more than budgeted – this is due to the higher percentage of special education students
- Grants and Contributions represent the draws from Campaign
- Salaries – extra staff needed and changes in leadership resulted in increased costs
- Benefits are under budget, due to utilization
- Professional fees are over budget due to janitorial services, we plan to bring this position in house. There will be a savings upon doing this.
- Occupancy costs are running high and by end of year will most likely be over budget. Upon moving in there was a lot of deferred maintenance that needed to be taken care of.
- Student staff support contains transportation costs, it also includes additional supplies needed.

Budget

The 17-18 budget was reviewed. A few changes were noted since the budget was initially presented at the last board meeting:

- Categorical aid has increased. This is based off of expenses for Special Education
- Salaries have increased to include raises for staff
- Meal program is a separate line item. Separated it from supplies.
- Occupancy expense has been reduced, warmer months were taken into consideration.
- Dues and Fees and Other are now separate line items under expenses.

On a motion made by Ms. Lisa VanLandeghem and seconded by Ms. Louisa Marks, the Board of Directors unanimously approved Penfield Montessori Academy's 2017-18 budget.

Five Year Forecast

The five year forecast attachment was reviewed. The five year forecast does not include additional ongoing fundraising that typically needs to be done per pupil. In two to three years there should not be

a deficit if the additional fundraising is added. The five year forecast is based off of the current population of children. If the population changes or if there are program changes there may need to be a few adjustments.

Campaign Update

The Finance and Investment Committee of the Penfield Children's Center Board met and went over the operational changes in the school's budget and how it will affect campaign. The budget for the comprehensive fundraising was reviewed by this committee. There were adjustments made to the original capital expenses. These adjustments were put towards the program piece. The capital expenses already planned for this year will not be affected by this shift. Mr. Rhode discussed the Campaign Funding Summary and the additional cash flows needed to complete the first six years of the school project.

The Penfield Children's Center Finance and Investment Committee had three points of feedback for the Penfield Montessori Board:

- Keep an eye on the Special Education percentage. Keep it around 40% if possible.
- Find more donors who support education to help with the ongoing per pupil funding.
- Get capital projects funded so the school can operate more efficiently.

Building Update

- Walls are out to get ready for the elevator install.
- The conference room has been removed, bathrooms and nurses station will replace this.
- Sprinklers have been installed.
- Starting to work on the environmental remediation.

DEVELOPMENT REPORT

Mr. Jason Parry reported on campaign. There has been a change in the numbers since the board met last. A large verbal commitment has been changed from verbal to secured. Pending commitments has increased. There has been a good response to the vision of Penfield Montessori and donors have been very open to the idea of looking at proposals.

2017-18 SCHOOL CALENDAR

The 2017-18 school calendar was presented to the board. This is the final calendar and will be presented to UWM and given out to parents.

On a motion made by Ms. Julie Gilpin and seconded by Ms. Louisa Marks, the Board of Directors unanimously approved Penfield Montessori Academy's 2017-18 school calendar.

ADJORNMENT

There being no further business to come before the Board the meeting was adjourned at 1:29 p.m.