

**Penfield Montessori Academy**

**Board of Directors**

**Meeting Minutes**

**August 15, 2017**

Present: Christine Holmes, Michelle Medeiros, Robert Mikulay, Lisa VanLandeghem

Excused: Phil Dosman, Julie Gilpin, Louisa Marks, Tere Sackerson, Todd Schoon

By invitation of the Board: Karie Anderson, Ann Becker, Nicola Cuirro, Kimberly DeScmidt , Jason Parry, Kathy Ronco

**CALL TO ORDER**

The meeting of the Penfield Montessori Board of Directors was called to order at 12:07 p.m. by chair, Ms. Christine Holmes.

**APPROVAL OF MINUTES**

The minutes of the June 20, 2017 Board of Directors meeting were approved as written.

**PMA SCHOOL REPORT**

*Introduction to Nicola Cuirro*

Ms. Holmes introduced Ms. Cuirro to the board. Ms. Cuirro is the newly appointed Dean of Pupil Services at Penfield Montessori Academy.

*Student Enrollment*

Ms. Kathy Ronco gave a report on enrollment for the 2017-18 school year. The goal for the year is 114 students. 119 students are currently enrolled. The special needs rate is currently at about 50%. Currently 100% of students from last school year are returning.

*Personnel*

Ms. Ronco reported on this school year's personnel. We are still looking for a special education teacher and four assistant teachers. There are interviews set up for these openings and some offers being extended this week. Due to Montessori rapidly growing in Milwaukee Co., Montessori teachers are becoming more and more difficult to attract. We need to plan ahead for this.

*Program Update*

Ms. Cuirro gave an update on programs. The Behavior Clinic received a grant so that Penfield Montessori was able to hire a school counselor. The school counselor will be working directly with the school and the children. The grant also allows for school therapist to be hired to work with the children at the school. This therapist will also work with the staff at the school.

On August 21<sup>st</sup> the teachers will report and then a week later on August 28<sup>th</sup> everyone will report to work. The teachers are in the process of scheduling home visits to meet with families.

Mr. Robert Mikulay mentioned that we may want to document the process as we go through the school year, things that do work and things that don't.

Ms. Cuirro mentioned that she is in the process of developing a weekly collaboration model. This will help to keep all staff involved.

The Parent Handbooks and Employee Handbooks are currently being developed.

### Policies

Ms. Cuirro passed out two new policies that have been developed for this school year. A Toilet Training Policy and a Transportation Policy.

The Transportation Policy states that we do not offer transportation. We will only provide transportation if it is listed on the child's IEP. We will also look at siblings who attend school with the child that needs transportation case by case. If there is room we will allow the sibling to ride, if there isn't any room than the child will not be able to ride.

The Toilet Training Policy states that each child who attends the school will need to be toilet trained, unless it is in the child's IEP.

Ms. Holmes asked if the board would like to review each new policy that gets developed. The board was in agreement that if the policy effects the budget, the staffing, or enrollment, they would like to review.

### **STRATEGIC PLAN REVIEW**

Ms. Ronco informed the board that goals and feedback listed on the strategic plan have been reviewed. New employees all get a copy of the strategic goals

Going forward Ms. Ronco will plan the information to the board around the key goals.

Ms. Ronco would like to change the wording to goal #1 to say "PMA will deepen the impact of education through 3 pillars for success including: Inclusive Montessori Lab school model; 2. Health and Wellness, and; 3. Family Engagement." Ms. Cuirro explained that the reason for this change is because inclusive means so much more. It includes all learners. The board was in agreement with this change.

### **FINANCE AND FACILITIES REPORT**

#### Financials

Ms. Lisa VanLandeghem reported on the financials. There is a variance in state aid due to lower enrollment than anticipated last school year. Due to the late start of the food program this item was under budget. Salaries have increased due to adding additional staff and changes in leadership. Occupancy costs include In-kind rent from PMA Building, LLC. We are taking a closer look at transportation costs and options this year.

#### Construction Update

Ms. Holmes gave an update on construction. The environmental remediation is complete. The cost for remediation was under budget. However, additional contaminated soil was discovered while digging for the elevator, this has caused us to go over budget. We will apply this under the capital line item. We initially put an allowance under this line item so this will result in an overall savings in this budget line item. The final step is to file the paperwork and receive a case closing from WI DNR.

Phase II construction is on time and budget so far. There are many inspections scheduled this week to pass all new construction and obtain occupancy and licensing. We foresee no issue. Occupancy will be for the entire building, not specific floors or rooms.

#### **DEVELOPMENT REPORT**

Mr. Jason Parry gave the development report. An exceptional challenge grant has been secured from Bill and Bonnie Kellogg. It will have an amazing impact on our students and families at Penfield Montessori. As part of this challenge, Bill and Bonnie will contribute \$2 for every \$1 raised in new campaign commitments made from July 1, 2017 to March 31, 2018. This puts us beyond 60% towards our goal.

Mr. Parry discussed hosting an event on behalf of Penfield this fall. These events get the conversation going about Penfield, and possibly open doors to new donors.

#### **BOARD DEVELOPMENT**

Ms. Holmes went over the Board Manual that was handed out. This has all the information members will need as a board member all in one place.

#### **ADJOURNMENT**

There being no further business to come before the board the meeting was adjourned at 1:31 p.m.