

Penfield Montessori Academy

Board of Directors

Meeting Minutes

December 12, 2017

Present: Phil Dosmann, Julie Gilpin, Christine Holmes, Tere Sackerson, Lisa VanLandeghem, Stephen Walmsley

Excused: Louisa Marks, Robert Mikulay

By invitation of the Board: Karie Anderson, Ann Becker, Jason Parry, Kathy Ronco, John Schmidt

CALL TO ORDER

The meeting of the Penfield Montessori Board of Directors was called to order at 12:06 p.m.

APPROVAL OF MINUTES

The minutes of the October 17, 2017 board of directors meeting were approved as written.

GOVERNANCE

Penfield Montessori Academy (PMA) currently has vacancies on its Board of Directors. Ms. Madonna Williams 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 Mr. Phil Dosmann 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. Madonna Williams has expressed an interest in serving on the Board of Directors; and

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

SCHOOL OPERATIONS REPORT

Ms. Kathy Ronco gave the School Operations Report.

Current Enrollment & Recruitment Status

- Started the year with 109 students, current enrollment is at 103 – Most of the students that disenrolled were students that had very high needs.
- ABA Therapy – Tried last year, did not work. We are only allowing the therapy to occur during wraparound care. In the future the possibility of providing the therapy in classrooms will be revisited.

- Off boarding Process – Currently there isn't anything official. Would like to develop an off boarding process for future use.
- Next year's goal is 150 students – This number may shift. Next year a fifth Children's House classroom will be added (8- 3year olds, 9-4 year olds and a few 5 year olds). The remainder of the increase is the growth in ages of the students.
- November open house – 57 intent to enroll on file. Mostly K3 & K4 children. Of these children about 40 are listed as typically developing. We are reaching out via Facebook and direct mail to attract families.

School Highlights

- Professional development has started – Ms. Katie Nehring Massie provided classroom consultation and overall school planning consultation. She specializes in Montessori and inclusion.
- Lower Elementary Special Ed teacher resigned. Dean of Pupil Services, Nicola Ciurro, stepped into the role – Lower Elementary Program has been restructured.
- Severe staff illnesses – Since last board meeting there were two days of full staff attendance. Four days with 25% or more of staff out.

School Planning

The staff have been working on the Strategic Plan of the school. The staff have come up with Six Key Goals – Necessary steps to building a successful, innovative, inclusive Montessori school.

1. Create a strong culture of continuous learning among staff; on-going professional development, specialized knowledge and training, develop expertise
2. Build in the necessary planning and collaboration time
3. Develop an interdisciplinary team of professionals; build a continuum of support using community partners
4. Provide a variety of inclusive environments to meet our students' needs
5. Implement an admission process that prepares the child, the family and the school to meet the unique needs of each child
6. Develop strong parent engagement

PROGRAM UPDATE

Ms. Ann Becker gave an update on Programs provided by Penfield Children's Center and data collected by PCC Research and Quality Improvement Department.

PMA Data Collection

- Baseline data has been collected since 2016/2017 school year.
- 2016/2017 school year there were 47 students – These students attended school 54% of the time.
- 2017/2018 school year there are 106 students – These students attend school 73%of the time.
- There is a direct correlation between attendance and academic achievement. Lower attendance is typical for K3 children, the population includes a lot of medically fragile children, and children living in poverty.
- Will continue to collect academic data. Current data is not available yet due to the Dean of Pupil Services spending a lot of time in the classroom. IEP team meetings happen once a week, would like to see this happen more often. There is a DPI charter school planning and implementation grant through the state of WI that we will be applying for. The RFP will be coming out before the

end of the year. This grant should help with allowing for more planning/collaboration time for teachers.

- Parent Engagement – There has been a 26% increase in parent involvement from this time last year.
- TRIUMPH (Training in Urban Medicine and Public Health) Student, Nicholas Bohrer will be working closely with PMA staff to address the concern of Lead poisoning effects among PMA children.

FINANCE REPORT

Mr. John Schmidt gave the finance report. The deadline for filing a 990 was not met, the deadline for filing an extension was also not met. We will go through the process of filing the 990, which will be filed in January. Baker Tilly is taking 100% responsibility for this and will work with us through the process.

Since the school is a startup, we are continuing to work on solidifying good business processes.

November Financials

- AP has a zero balance because it is run through Penfield Children's Center, the interfund balance is the total of PMA's AP. In the future you will likely see this broken up into separate categories. Unit data that is more accurate will help make good decisions for the future. Every month expect the statements to get better as business processes improve.
- Salaries are over budget due to hiring of more people than budgeted for.
- Issues related to revenue shortfalls are primarily due to funding sources not coming in as originally budgeted,. This should be remedied in the future as we get more experience with timelines for funding from DPI, Title One, IDEA and other funding sources.
- Penfield Enrichment Program (PEP) – PMA's afterschool care program.
 - Working through the state EBT card issues, the EBT card is new and parents are still learning how to use the cards.
 - PCC and PMA have two separate licenses. This is creating issues.
 - We did not apply for a YoungStar accreditation in a timely manner, we were not aware of all the YoungStar requirements as PCC is NAEYC accredited. The delay in YoungStar licensing has caused a delay in billing W-2.
 - W-2 has not been billed since the start of the year. The Director of Child Care is confident we will be able to bill for January. \$25.6K has been labeled as uncollectable W-2 in the first PEP budget.
 - Salaries are high due to the child care director being required to spend 50% of her time in PEP. This is one interpretation of the requirements in the license. We will confirm this with the state.
 - This program should be cost neutral in the future.

Interagency Agreement

Ms. Holmes discussed the Interagency Agreement between Penfield Children's Center and Penfield Montessori Academy. This is the Administrative Services Agreement that PMA has with PCC.

Building Updates

We may be as much as \$141K under budget on building improvements but will know more after final invoices come due.

DEVELOPMENT REPORT

Mr. Jason Parry gave the campaign update.

Campaign

- \$8.4 million towards \$12.5 million goal.
- Working on naming opportunities.
- Over halfway towards the Kellogg challenge grant. Confident that we will hit the goal.

ADJOURNMENT

There being no further business to come before the board the meeting was adjourned at 1:41 p.m.