

Penfield Montessori Academy

Board of Directors

Meeting Minutes

May 15, 2018

Present: Phil Dosmann, Julie Gilpin, Christine Holmes, Deanna Tillisch, Lisa VanLandeghem, Stephen Walmsley, Madonna Williams

Excused: Louisa Marks, Robert Mikulay, Tere Sackerson

By invitation of the board: Karie Anderson, Ann Becker, Patti Dew, Jason Parry, Kathy Ronco, Annie Zager

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 February 20, 2018 board of directors meeting were approved as written.

LIBRARY

Ms. Annie Zager, Primary Learning Strategist, informed the board of the school library project the staff at Penfield Montessori have been working on.

- A library committee has been formed
- Goal is to have project fully funded by the start of 2018-19 school year
- Some things that are needed: shelving, furniture, Scholastic subscription, iPad, and books.
- Parent volunteers will help staff the library
- This project and full details about this project can be found at:
<https://www.donorschoose.org/project/penfield-montessori-academy-library/3241688/>
- The donor choose project is set at \$2000, this amount is only for the books needed. For a complete list of the books, please contact Ms. Kathy Ronco.

EXECUTIVE DIRECTOR'S REPORT

Ms. Kathy Ronco gave the Executive Director's Report.

Personnel

Ms. Ronco discussed the different types of school staffing models the school has tried.

2016-17 School year model

- 24 children per classroom
- 1 guide, 1 assistant, 1 learning strategist for all three classrooms
- By the end of the year there were 4 adults per room with 16 students, not including therapists. 3.5 children per adult ratio.
- This model was expensive, inclusive is expensive.

2017-18 school model (this year)

- 24 students
- 1 guide, 1 assistant, 1/2 learning strategist per classroom
- 5 children per adult ratio
- This year has been difficult using this model this is mostly due to a lot of children with emotional regulation issues.

In the fall of 2018 the following model is proposed:

- 24 students, maybe less, may give special needs children a weighted value
- 1 guide, 1 learning strategist, 1 assistant
- Three adults per classroom
- Assessments will be completed on each child by the behavior clinic
- Need to define what inclusive means for the school
- Hoping to introduced specials (gym, music, art) in the 2018-19 school year
- 130 children are enrolled for next year w/a large waiting list
- 4 K3,K4,K5 , 1 Preprimary, 2 Lower elementary = 7 classrooms

FACILITIES AND FINANCE REPORT

Budget

Ms. Patti Dew reported on the 2018-19 budget.

There were two budgets provided in the board packet. One budget include the DPI grant and the other does not.

- 12% increase in revenue over last year's budget, enrollment is going up.
- USDA and IDEA numbers are based off 2017-18 numbers.
- Child care does not account for any write-offs that may occur
- In-Kind rent is a new line item
- Campaign funds is based off of year three projected use
- Expenses went up 32%, this includes In Kind Rent not budgeted in prior year (4 %).
- Adding classrooms increases staff to 34.85, 26.2 prior year.
- Decrease in conferences and meetings
 - With DPI grant(not secured), this line item will increase
- Increase reserve for bad debts- child care and other program services
- Exploring options to try to decrease transportation costs. This is a huge expense. May want to check out the REV Group, they make mobility vans.
- The final budget approval will occur in June

March Financials

Ms. Dew reported on the March Financials

- Revenue is over budget due to increased need to transfer campaign funds.
- Insurance proceeds from a flood have been recorded, not all expenses have come through yet.
- State aid is under budget due to over projection of enrollment, approximately 10 children.
- Equipment came in higher than originally budgeted.

- Accrued expenses are solely for salary and related accruals are for summer salary and benefits for teachers.
- Occupancy costs are higher than budget due to in Kind Rent not budgeted originally.

DEVELOPMENT REPORT

Mr. Jason Parry gave the Development Report.

Campaign

- Exceeded the Kellogg goal
- The Capital Loan is due October 2018 – Ms. Dew went over the Summary of Sources and Uses sheet handed out in the board packet.
- Currently in the process of working on the second SAMHSA grant
- FRIENDS of Penfield board will work on fundraising strategies

Kohl's Facilities Day

- 130 Kohl's Facilities Directors spent their afternoon fixing things at PMA.
- Penfield Children's Center board was present during the event.

EXECUTIVE SESSION

The board of directors voted to go into executive session to discuss administrative staff contracts. The executive session began at 1:22 p.m. and ended at 1:35 p.m.

ADJOURNEMENT

There being no further business to come before the Board the meeting was adjourned at 1:35 p.m.