

**Penfield Montessori Academy**

**Board of Directors**

**Meeting Minutes**

**October 17, 2017**

**Present:** Phil Dosman, Julie Gilpin, Christine Holmes, Lisa VanLandeghem, Louisa Marks, Stephen Walmsley

**Excused:** Robert Mikulay, Tere Sackerson, Todd Schoon

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

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**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 August 15, 2017 board of directors meeting were approved as written.

**GOVERNANCE**

Penfield Montessori Academy (PMA) currently has vacancies on its Board of Directors. Mr. Stephen Walmsley has expressed an interest in joining PMA's Board. Ms. Holmes recommends that the Board consider him for nomination to director position. On a motion made by Ms. Holmes and seconded by Mr. Phil Dosman the Board of Directors unanimously passed the following resolution.

**RESOLUTION**

Whereas, Penfield Montessori Academy currently has vacancies on its Board of Directors; and

Whereas, Mr. Stephen Walmsley has expressed an interest in serving on the Board of Directors; and

Whereas, the agency's mission, program and services are consistent with Mr. Stephen Walmsley's 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 Mr. Stephen Walmsley to the Board of Directors.

**PMA AUDIT**

Mr. Ryan Lay, Baker Tilly reported on the Penfield Montessori audit.

- Cooperation was received from members of management
- The financial statements are fairly presented in accordance with accounting principles generally accepted in the United States
  - This is the opinion you want to achieve
- All appropriate disclosures have been properly reflected in the financial statements and footnotes
- Emphasis of matter: management's plan for ongoing operations

- PMA's continuing operations and operations shortfalls will be supported by campaign funding from a related organization, Friends of Penfield Children's Center, Inc.
- Report in accordance with Government Auditing Standards – Unmodified with no findings
- Report on compliance for the state program with required procedures – Unmodified with no findings.
- Conducted Audits in accordance with auditing standards accepted in the United States, Government Audit standards, and the compliance requirements of the WI DPI
- Audit conducted as planned and previously communicated
- No significant and unusual transactions
- No recorded audit adjustments
- No other auditors' opinions on GAAP
- Management representation letter – available for the board to review.
- Management suggestions – account structure, reportable licenses (teachers licenses), intercompany agreement
- This report is on file and available for review.

#### EXECUTIVE SESSION

- The board of directors voted to go into executive session to discuss the audit. The executive session began at 12:33 p.m. and ended at 12:37 p.m.

#### **PMA SCHOOL REPORT**

Ms. Kathy Ronco gave the PMA school report.

#### Student Enrollment

- 47 students last year, 41 students returned this year - 80% of the returning students have special needs
- 69 new students – 30% of these students have special needs
- Averaged out the school is currently just under 50% special needs
- Staff support – still looking for more support to serve the children in our current population
- 35% of children are from Penfield Children's Center - This is a mix of typically developing kids and kids with special needs.
- The children that attend Penfield Montessori are coming from 29 different zip codes

#### The first six weeks and 2018-19 School Year

Many of the children from the lower elementary class came in without any prior schooling/child care experience. This class is a difficult class to staff, as many of the children came in without an IEP and needed one. We are trying to figure out the best way to manage this class.

- At the start of the year we divided this class into two classrooms. This did not work and have combined the class, with six adults in the class room.
- Is a school setting the best setting for these children?
- A more restricted environment?
- The Dean of Pupil Services will be looking at doing what's best for these children.
- The services that are currently being provided are very costly.
- Start tracking how much the children are costing – One on one, property damage, re-write IEP's
- We do not have veteran staff that have experience working with more difficult children. Possibly bring in a more experienced individual.
- Better measurements/tracking for this class – staffing (quality and quantity), enrollment, special needs rate, longevity of staff and students

- Make sure that our program is high quality for the kids we are currently serving, even though the upfront cost might be high.
- Teacher needs for next year - currently a shortage of Montessori teachers
- Public schools currently receive \$14K per pupil, Choice receive \$12K per pupil and Charter Schools receive \$10K per pupil. Ms. Holmes would like to do some advocacy work in this area in the near future.
- Will continue this discussion at future board meetings

### **DEVELOPMENT REPORT**

Mr. Jason Parry gave an update on campaign.

- \$8.1 million towards \$12.5 million goal
- Potential for significant swing by the end of 2017

### **FINANCE AND FACILITIES REPORT**

Mr. Mark Rhode gave the report on finance and gave an update on construction.

#### **September 2017-Financials**

- Per pupil reimbursement overall – budgeted at 114 children and is currently 110. Based on mix of special needs students, revenue is expected to be lower than budgeted.
- Salaries are lower than budget due to the school year starting in September. 24 FTE's is what we budgeted for.
- As the state releases its funding allocations, we will know what we will receive. We expect to receive at least as much funding as last year, which is what was budgeted for.
- Grants and contributions includes the in-kind contribution for rent from PMA Building LLC.
- Program supplies is front end loaded. Supplies were ordered at the beginning of the year.
- Food supplies under due to waiting for invoices from vendor.
- Utilities will increase as colder months approach.
- Maintenance is also front end loaded, this activity should slow down as year progresses.

#### **Child care program**

- Not included in budget – Thought the license was going to fall under Penfield Children's Center, the license is under Penfield Montessori.
- We will come up with a budget and discuss at a future board meeting.
- There are about 20 children who participate in this.

#### **Construction**

- 99% complete.
- Do not have final numbers yet, there were savings. Close to \$100K
- The environmental remediation is done. We have spent the escrow.
- There is still a final walk through that needs to be done.

### **OTHER BUSINESS**

Ms. Holmes discussed revisiting strategic planning in the near future.

### **ADJOURNMENT**

There being no further business to come before the board the meeting was adjourned at 1:34 p.m.