

**Penfield Montessori Academy**

**Board of Directors**

**Minutes**

**May 23, 2017**

**Present:** Julie Gilpin, Christine Holmes, Louisa Marks, Michelle Medeiros, Robert Mikulay, Todd Schoon, Lisa VanLandeghem

**Excused:** Phil Dosman, Tere Sackerson

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

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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 THE MINUTES**

The minutes of the April 4, 2017 Board of Directors meeting were approved as written.

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Kathy Ronco gave the Executive Directors report.

**Personnel**

- Three special education teachers and three Montessori teachers have been invited back to the next school year and they have all accepted.
- The speech therapist has been hired on and will no longer be contracted.
- One lower elementary teacher has been hired. There is an offer to one primary teacher.
- The school is still in need of one lower elementary teacher and one special education teacher.
- Offers have not been extended for any of the assistant positions yet. There are nine assistant/paraprofessional positions open for next school year. These conversations will happen in the next week or so.

**Recruitment and Enrollment**

- The goal for next school year is 114 students.
- Current enrollment 115 students:
  - 38 K3
  - 34 K4
  - 20 K5
  - 23 1<sup>st</sup>
- Orientation sessions for new students are taking place.
- We anticipate over enrolling so we are prepared when we lose students over the summer.
- Enrollment will be fluid throughout the summer. Our goal is to have a solid waiting list in September.
- The special education population will decline to about 50% for next year.

**Programming**

- Small classrooms, adult child ratio unsustainable – Currently
- 24 children in each room, Montessori teacher and assistant teacher all day. Special Education teachers will each have two classrooms. Paras will be used as needed. – Next year plan
- Child care will be added at the school next school year. This program will start at 11A daily. Currently in the planning stages of this program.
- Extending Behavior Clinic to the school with funding from the Zilber Family Foundation.

#### Advocacy and Funding

Continuing to look in to ways to get K3 and special education children funded. There will be a Penfield Children’s Center Board advocacy meeting held on June 12<sup>th</sup>.

#### Board Lunch for Teachers – May26

Thank you to Ms. Tere Sackerson and Ms. Lisa VanLandeghem for providing a teacher appreciation lunch for the teachers. The lunch is at 11:30 a.m. on Friday, May 26<sup>th</sup>.

### **FACILITIES AND FINANCE REPORT**

Mr. Mark Rhode gave the finance report.

#### March 2017 Financials

- Grants and contributions line item is slightly ahead of budget.
- Salaries will continue with trend.
- Occupancy is higher due to coming out of the cold months and heating costs.

#### Budget

- 60% increase in expenses over current year budget
- Adding two lower elementary classrooms this year, will not add another the following year
- Staff will increase to 26.4 FTE compared to the budgeted 13.5 FTE this year.
- Transportation
  - Will continue with current transportation provider for next year.
  - A lot of IEPs are created by MPS who automatically list transportation.
  - Staff are looking closer at IEPs to see if transportation is really required if listed.
  - Transportation needs will most likely decrease.
  - Looking into Penfield Children’s Center providing transportation
- There is no revenue or expense listed in budget for afterschool care. This is due to the afterschool program being run through Penfield Children’s Center.
- Campaign funds line item is what will be pulled from campaign to support the school.
- There is a deficit in change in net assets, this means we will have to go to campaign for additional support, cut our capital expenses or extend financing.
  - Ms. Holmes suggested that we schedule a meeting to discuss and decide with Penfield Children’s Center Finance and Investment Committee, Friends Board, and Ms. Lisa VanLandeghem.
- Mr. Rhode will provide at an upcoming board meeting an updated spreadsheet of what year break even might fall.

#### Building Updates

- Construction for phase II is scheduled to start on June 12<sup>th</sup>.
- Phase II is scheduled to be completed mid-end August 2017.
- Final review of the construction budget has been completed and the budget for this phase is expected to stay on target.

## **DEVELOPMENT REPORT**

### **Campaign**

Mr. Jason Parry gave a report on campaign. Pending gifts has increased. Verbal and Secured number has changed significantly.

## **EXECUTIVE SESSION**

The board of directors voted to go into executive session to discuss administrative staff contracts. The executive session began at 1:29 p.m. and ended at 1:45 p.m.

## **ADJOURNEMENT**

There being no further business to come before the Board the meeting was adjourned at 1:45 p.m.