

Penfield Montessori Academy

Board of Directors

Meeting Minutes

August 21, 2018

Present: Phil Dosmann, Julie Gilpin, Christine Holmes, Robert Mikulay, Tere Sackerson, Deanna Tillisch, Lisa VanLandeghem, Madonna Williams

Excused: Louisa Marks, Stephen Walmsley

By invitation of the board: Karie Anderson, Patti Dew, Jason Parry, Kathy Ronco

CALL TO ORDER

The meeting of the Penfield Montessori Board of Directors was called to order at 12:05 p.m.

APPROVAL OF MINUTES

The minutes of the June 19, 2018 board of directors meeting were approved as written.

PMA SCHOOL REPORT

Ms. Kathy Ronco gave the school report.

Enrollment

- Goal for third Friday is 120 students.
- Overenrolled by five students.
- Over one third of new students are siblings or other family members.
- 84% of children are returning. 83 returning children, 42 new children.
- Through the screening process performed on incoming students 6 students were identified that may need an IEP

Ms. Holmes suggested that we may want to do a deeper dive into how PMA deals with all disabilities in a way that distinguishes PMA from other schools.

Personnel

- Fully staffed. 100% guides, learning strategists, and admin staff are returning.
- Staff added this year: 2 learning strategists, 1 Guide and 1 Assistant, OT & ST which were previously contracted. Maintenance and Security which were also contracted last year were added to staff as well. Total staff = 36.

DPI Grant and Program Updates

- Goal is to become Self-directed, self-managed, self-monitoring and self-modifying and how do we adapt to become a truly inclusive model
- We are going to reach our goal through professional development, research, capital expenses and parent engagement.
- Leadership is working on becoming credentialed in Montessori Administration. Also started training with a group called Thinking Collaboratively

- The team as a whole has been working on observation and peer coaching model has been created. Three people have gone to a coaching training. In the next three years more people will be trained as well.
- Staff are also going to attend DERS (Developmental Environmental Rating Scale)
- Will also have staff trained on the Minnesota Executive Functioning Scale.
- To bring more of a Montessori focus to staff training Mr. Phil Dosmann suggested WMA Coaching Model training that is being offered in January. He also suggested Montessori consultants who specialize in the inclusive model.
- In house staff have given training to other staff members on Montessori training. This helped in team development.
- The DPI Grant is a 3 year grant, the money will be used for professional development, capital costs and renovations, partnerships and parent engagement.
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Policy Approval

Both the Staff Handbook and Security and Restraint policy were approved by the board of directors.

In regards to Security and Restraint; two staff members have been trained on the CPI training. This training teaches the proper way to restrain a child based on the laws and teaches de-escalation. The goal is to have 100% of staff trained.

STRATEGIC PLANNING

Ms. Holmes went over the strategic priorities for PMA. Ms. Holmes briefly went over the accomplishments over the past three years. A lot of progress has been made. The things listed in red are things in red are things that Ms. Holmes would like to address in a strategic planning session with the board. This will be scheduled soon.

FINANCE REPORT

Ms. Patti Dew gave the finance report.

Financials – year end

- Cash is always a timing issue of when we transfer campaign funds. Campaign funds is how the operations are funded.
- Prepaid expenses are mostly health and dental insurance.
- Accrued expenses are mainly salary and related accruals of which a portion of the accrued balance is for summer salary and benefits for teachers (earned and recognized during the school year, paid out thru end of summer)
- Accounts receivable is the child care program (PEP). In the future we will build in a reserve for families unable to pay their child care bills. A bad debt expense line item has been built into the budget. IDEA funding still has not been received as of the end of June.
- Proceeds from an insurance claim are now reflected as deferred revenue and will offset expenses for replacement items over the next 18-24 months.
- State aid is under budget. Last reported count for the school year is 99 the budget was based off of 114 students.
- Grants and contributions are over budget. This was to fund operational shortfalls and cash needs.
- Salaries, benefits and taxes are over budget due to higher staffing.

- Occupancy is over budget due to in kind contributions of rent not in the budget. Landscaping costs were higher due to late snow fall that occurred in April and other facility and custodial issues.
- Entries that will be required in the final June 30, 2018 reports for final audit include the reversal of prior year write off of Title I billing, the recording of a reserve for Child Care AR and the recording of a Beneficial Interest in Assets Held by Friends of PCC (Campaign Cash account and a Campaign Pledges). The impact of the Beneficial Interest entry will be significant.
- Ms. Tere Sackerson asked if a wish list could be created and provided to help with costs and to help PMA students and families.
- Ms. Deanna Tillisch suggested that we may want to reach out to businesses for sponsorships such as for the school's plowing needs.

Five year projections

The five year budget is for FYE 06/30/2018-06/30/2023.

- The school is currently running at a 4.09 teacher to student ratio. This is due to a heavy reliance of multiple disciplines with Teachers, Aides, and Special Ed Teachers. The 5 year budget shows the projection of staff needs.
- Once the 3 year DPI grant ends; areas that will be impacted are professional services, conferences, travel, occupancy and program supplies.
- Dollars that have been raised thus far have been included in the budget. This method allows us to see the shortfalls in the future clearly and know what the fundraising targets need to be.

DEVELOPMENT REPORT

Mr. Jason Parry reported on campaign dollars raised to date. Great progress has been made. Also, looking into refreshing fundraising materials.

OTHER BUSINESS

Mr. Dosmann let the board know about the WMA conference taking place on November 10, 2018. Information regarding this conference was distributed to the board.

ADJOURNMENT

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