

**Penfield Montessori Academy**

**Board of Directors**

**Meeting Minutes**

**October 15, 2019**

**Present:** Christine Holmes, Julie Gilpin, Deanna Tillisch, Lisa VanLandeghem, Stephen Walmsley, Madonna Williams, Danila Danesi, Melissa Murray

**Excused:** Tere Sackerson, Ronny Thompson

**By invitation of the board:** Karie Anderson, Patti Dew, Erio McClure, Jason Parry, Kathy Ronco, Ryan Lay

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**CALL TO ORDER**

The meeting of the Penfield Montessori Academy board of directors was called to order at 12:10p.m.

**APPROVAL OF MINUTES**

The minutes of October 15, 2019 board of directors meeting were approved as written,

**ELECTION OF OFFICERS**

Penfield Montessori Academy (PMA) currently has vacancies on its Board of Directors. Mr. James Barnett has expressed interest in joining the board. Ms. Christine Holmes recommends that the board consider Mr. Barnett for nomination to director position. On a motion made and seconded the Board of Directors unanimously approved the nomination of Mr. Barnett to the Board of Directors.

**PMA AUDIT**

Mr. Ryan Lay from Baker Tilly reported on the Penfield Montessori Academy audit. Please contact Ms. Patti Dew for copies of the detailed report.

- Cooperation was received from management.
- Mr. Lay did briefly discuss the new accounting standards that have changed some terminology and how financial statements appear.
- The financial statements are fairly presented in accordance with widely accepted accounting principles.
- All appropriate disclosures have been properly reflected in the financial statements.
- PMA is compliant with DPI financial standards
- PMA did have a finding due to a teacher licensing issue. The issue was rectified.
- Management did outline a plan to address liquidity and continued fundraising.

#### BEST PRACTICE SUGGESTIONS

- DPI may implement some software requirements for financial reporting. PMA should keep abreast of changes.
- Standard IT security recommendations were made.
- Document Medicaid billing review to better protect staff and the organization.

The audit was approved by the board of directors.

#### INTRODUCTION OF BOARD MEMBERS

New board members Melissa Murray and Danila Danesi were formally introduced to the Board of Directors.

#### FUNDRAISING/CAMPAIGN

Jason Parry presented a PowerPoint presentation to discuss ongoing fundraising efforts and new endeavors. If you would like a copy of the presentation please contact Mr. Parry.

- Strides are being made to increase donor base for PMA independent of Penfield Children's Center
- An appeal letter was sent out for PMA at start of school asking for donations as part of the annual fundraising. Another letter will be sent out near the end of the year.
- Trustee engagement was discussed. Board members brainstormed on ways that they could use their contacts to increase the donor base. A strategic planning session will be scheduled for a later date to further discuss options.
- Tere Sackerson will chair fundraising for the board.

## **PMA SCHOOL REPORT**

Ms. Kathy Ronco presented the PMA school report. During the August 2019 Board of Directors meeting, Ms. Ronco discussed the desire to present PMA metrics. Those metrics were unavailable for this meeting due to the timing of the data collection. Ms. Ronco will present those metrics at a later date. PMA is currently undergoing MAP Testings as well as literacy testing. A main focus for PMA this school year is on literacy. The Orton Gillingham curriculum has been purchased and Guides (teachers) have integrated the new program into their lessons. PMA has had school wide training to address the social and emotional needs of students. That training is ongoing to ensure that staff have appropriate resources. The School Improvement Plan was presented. Please see Ms. Ronco for a copy. PMA does have a staff shortage in the Penfield Enrichment Program (PEP). Ms. Ronco asked the Board for funds to hire a part-time staff member. The board unanimously approved the request for a part-time staff member if the numbers of children in PEP can justify such a position. Ms. Ronco notified the board of a strategic plan due in February 2020. A strategic planning meeting with board members will be scheduled.

## **FINANCIALS**

Ms. Patti Dew presented the August financials for PMA. Please contact Ms. Drew for a copy of the financials. Ms. Dew discussed the capital expenditures. There are major projects that need to be addressed; they are the steam pipes, playground, and a fully functional kitchen. We are currently waiting on bids to determine which projects are feasible for this year.

## **PMA BOARD COMMITTEES**

Ms. Chris Holmes issued a call for board members to join various committees. Members to decide and notify Ms. Holmes.

## **ADJOURNMENT**

There being no further business to come before the board the meeting was adjourned at 1:51 PM.