

**Penfield Montessori Academy**

**Board of Directors**

**Meeting Minutes**

**December 11, 2018**

Present: Chris Holmes, Julie Gilpin, Deanna Tillisch, Lisa Van Landeghem, Stephen Walmsley, Madonna Williams

Excused: Robert Mikulay, Louisa Marks, Tere Sackerson

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

---

**CALL TO ORDER**

The meeting of the Penfield Montessori Board of Directors was called to order at 12:09 p.m.

**APPROVAL OF MINUTES**

The minutes of the August 21, 2018 and October 16, 2018 board of directors meetings were approved as written.

**RESIGNATION OF PHIL DOSMANN**

Ms. Chris Holmes reported that Mr. Phil Dosmann has resigned from the Penfield Montessori Board of Directors.

**FINANCIAL SUSTAINABILITY STRATEGY**

Ms. Holmes summarized the strategy session held on December 6<sup>th</sup>. Additional data and outcomes are needed to raise additional dollars. A plan and timeline will be developed for the collection of the additional data. Ideas have been shared for additional scenarios. Another strategy session will be scheduled in February. At the February strategic session, the additional scenarios will be looked at in detail and a plan for moving forward will be discussed.

**SCHOOL OPERATIONS REPORT**

Ms. Kathy Ronco gave the school operations report.

**Staffing update**

Nicola Ciurro has resigned. Recruitment for this position has been put on hold. Contracting out with CESA 1 to fill the void of the academic lead. Also working with a professor at UWM.

**Special Ed Changes and Strategies**

Currently exploring other programs for children that are unable to thrive in the Montessori environment. Regarding recruitment, there are approximately 50 students that will be in the lottery. We are getting as many K3s as we are K4s. Once an enrollment form is received, the family is called to schedule a tour and a meeting. In March there will be a screening for all new children.

### Current Enrollment Status

There are currently 108 children enrolled. Target was 116. There were 43 students on the waiting list, we will look at this list for recruitment for next year and possibly midyear this school year. Will look to see if any K4 or K5 students on this list can start in January 2019.

### MAPS/PALS Testing Results

K5 math and reading scores were above the national average. 1<sup>st</sup> grade math and reading were below the national average but they did fall in line with UWM charter schools average. 2<sup>nd</sup> grade scores were low, we are watching this very closely. Using results to make changes in the classroom.

All staff will be trained in the Executive Functioning assessment by the end of the year.

Data for PALS testing has been completed but the data hasn't been fully analyzed. Ms. Ronco will share this information to the board when it is ready.

### DPI Grant Performance Measures

Ms. Ronco discussed the DPI Grant performance measures. One of the problematic areas is attendance and tardiness. Tardiness is a huge issue with some families. Ms. Ronco has been holding meetings with families to discuss the importance of timely attendance of students. Focusing more on the data collection piece of the goals. Will work with UWM and Data You Can Use to accomplish this goal.

## **FINANCE REPORT**

### October Financials

Ms. Patti Dew reported on the October financials.

- Accounts receivable reflects outstanding balances for the first month of school activities, reimbursement expected from the DPI grant and the Child Care program.
- Accrued expenses are salary related accruals.
- Deferred revenue includes State Aid and proceeds from an insurance claim.
- There is a variance in fringe benefits. This is mostly due to new staff not eligible until October 1.
- Transportation was budgeted at prior year level before we were able to secure alternative transportation arrangements. The cost for transportation will be significantly lower.
- Conferences and meeting exceeds budget due to the DPI grant funds available and used prior to the start of the school year. This will go down as the year progresses.
- There may be an adjustment to special ed categorical aid. This is currently being reviewed.

## **DEVELOPMENT REPORT**

Mr. Jason Parry reported on development.

### Campaign

Looking to wrap up the campaign by the end of 2019 calendar year. Starting to turn the focus on annual funding for the school.

### Development Staff Update

Three new development positions have been filled. They are Annual Giving Manager, Elsa Knysak, Major Gifts Manager, Rachel Bennett, and Volunteer and Special Events, Sherita Greer.

Montessori Inclusion Conference

Will take place in June 2019. Currently looking at the expense piece of this conference. Approximately ten staff at PMA will be eligible to attend this conference.

**ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:27 p.m.