

Penfield Montessori Academy

Board of Directors

Meeting Minutes

February 19, 2019

Present: Julie Gilpin, Chris Holmes, Louisa Marks, Deanna Tillisch, Lisa VanLandeghem

Excused: Robert Mikulay, Tere Sackerson, Stephen Walmsley, Madonna Williams

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

CALL TO ORDER

The meeting of the Penfield Montessori Academy board of directors was called to order at 12:04 p.m.

APPROVAL OF MINUTES

The minutes of the December 11, 2018 board of directors meeting was approved as written.

CRISIS MANAGEMENT PLAN

The Crisis Management Plan was reviewed and a motion to approve was requested by board Chair, Ms. Christine Holmes.

On a motion made by Ms. Louisa Marks and seconded by Ms. Lisa VanLandeghem the board of directors unanimously approved Penfield Montessori Academy's Crisis Management Plan.

A practice drill has already taken place. The board will receive the evaluation of this drill soon.

EXECUTIVE DIRECTOR'S REPORT

Ms. Kathy Ronco gave the Executive Director's report.

PMA Report Card

This data is based on statewide standardized testing. A lot of the items are not applicable to PMA. PMA student data will not be applicable until the 20-21 school year. Current rating is satisfactory. Currently working with the state to find out why both the students with disabilities and economically disadvantaged numbers are inaccurate.

Development has not been asked for the school report card from donors. They have been asked about student success rate. PMA needs to develop a way to measure success of our students and determine how to tell our story.

UWM Report – This report is based off of MAP scores. These scores are low due to the Special Education rate. Ms. Ronco handed out a School Growth Plan to all members present. This is a strategic plan for academics. The report also noted the enrollment variances. Ms. Ronco mentioned that as time goes on enrollment estimates will get better. Debt to asset ratio met benchmarks. Staff did weigh in on School Safety and this benchmark was not met. Safety issues are being addressed.

Staffing Updates & Academic Leadership Plans

With the loss of the Dean of Pupil Services PMA has contracted with Mary Ann Beckman at UWM. In addition Linda Baldus from CESA 1 has been on site to ensure compliance with all special education requirements and timelines. Internal staff have also stepped up to help with the vacancy. This vacancy will be filled, the job description will be rewritten for next school year to include a strong special education requirement. Please see Ms. Ronco's Executive Director's report for more detailed information.

Traction

There is currently a team of eight staff members working on implementing this management system. Eventually it will be shared with the entire organization.

Behavior Clinic

PMA would like to secure funding for a School Psychologist through a grant. This will be different from the School Counsellor. In addition PMA will no longer have a certified therapist located in the school but will instead refer students to the Behavior Clinic for services.

STRATEGIC SCENARIOS

Ms. Chris Holmes reported on the scenarios.

- A combination of people from the PCC and PMA boards discussed several different strategic scenarios.
- The scenario that the members agreed upon:
 - Reduces the K3 students to 16 and keep going past 4th grade.
 - Total students in classrooms will be 24.
 - More 4 and 5 year olds will have to be recruited.
 - 15-20 K4s need to be recruited
 - 10 K5s need to be recruited
 - Financial results are reliant on hitting the enrollment targets.
 - 10% attrition rate is anticipated
 - SPED rates will decrease over the next five years to get down to 20%.
 - Staffing projections must stay aligned with enrollment and SPED rate. Should the SPED rate be higher than projected, the staffing needs go up which impact financial results.

Ms. Holmes asked the board for a motion to approve the adoption of this scenario. On a motion made by Ms. Julie Gilpin and seconded by Ms. Louisa Marks, the presented scenario was unanimously approved by the board.

- Recruitment strategies – Recruit in areas where other Montessori schools are full. Person to person recruitment via parents. Target zip codes and Facebook ads. Community resource fair.
 - Ms. Deanna Tillisch asked Ms. Ronco for information to put on the UPAF site as a partner agency.
- Next year the special ed teachers will be reduced by two. This will be done by changing the special ed service model.
- Ms. Lisa VanLandeghem asked for a capital improvements list/timeline.
 - Major things: Second floor bathrooms, windows, HVAC

FINANCE REPORT

Ms. Holmes presented the December financials attached to the board packet. Any questions regarding the financials for December please contact Ms. Patti Dew. Currently DPI Grant expenditures are being calculated. Planning is underway for the Montessori Inclusion Conference in June. This event will be held at PMA, June 16-28th. The PCC development team is working on grants for this conference. PCC will be the fiscal agent. The board asked about sponsoring a welcome reception for this event.

CAMPAIGN REPORT

Mr. Parry reported that the goal is to wrap up the campaign by the end of June 2019.

ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:08 p.m.