

## Penfield Montessori Academy

### Board of Directors

### Meeting Minutes

August 20, 2019

**Present:** Julie Gilpin, Bob Mikulay, Deanna Tillisch, Lisa VanLandeghem, Stephen Walmsley, Madonna Williams

**Excused:** Christine Holmes, Louisa Marks, Tere Sackerson

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

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### CALL TO ORDER

The meeting of the Penfield Montessori Academy board of directors was called to order at 12:11p.m.

### APPROVAL OF MINUTES

The minutes of the June 18, 2019 board of directors meeting were approved as written.

### ELECTION OF OFFICERS

Penfield Montessori Academy (PMA) currently has vacancies on its Board of Directors. Ms. Danila Danesi, Ms. Melissa Murray, and Mr. Ronny Thompson have expressed an interest in joining PMA's Board. Ms. Lisa VanLandeghem recommends that the Board consider them for nomination to director position. On a motion made and seconded the Board of Directors unanimously approved the nomination of Ms. Danesi, Ms. Murray and Mr. Thompson to the board of directors.

### PMA SCHOOL REPORT

#### PMA Values

Ms. Kathy Ronco handed out the values that the staff from both Penfield Children's Center and Penfield Montessori Academy developed. The values are; Lead with love, Grow with us, Better together, Do what it takes and Be present. The values were introduced to the staff and very well received.

#### Outcome Metrics

Ms. Ronco reported on the outcome metrics. The metrics that were worked on over the summer include the following will be measured: test scores, individual and school growth, and closing the achievement gap. Two literacy assessments have been added; Orton-Gillingham and Fountas and Pinnell. Other measurements include: Executive functioning measurements, measured in the spring on 80% of students, they will be measured again in September; classroom environment and social emotional development. Currently contracted with UBUNTU research group who will help analyze data, measure inclusiveness and find gaps for program improvement. The next step is to put a dashboard together to share with board and update on an ongoing basis.

#### Policy Approvals

Ms. Ronco presented the Seclusion and Restraint Report for 18-19 school year. This report includes the number of students who had to be secluded and/or restrained. The goal is zero, the number of students

secluded and restrained was reduced from previous year. This year more proactive environments have been created; Sensory Room, Chill out Room, and Bridging Room. Ms. Deanna Tillisch recommended Marie Stone from UWM who developed the Next Steps program, she has dealt with these types of issues.

The Seclusion and Restraint policy was reviewed and unanimously approved by the board.

## **FINANCE AND STRATEGY**

### **Financials – Year end**

Ms. Patti Dew reviewed the year end financials.

Beneficial Interest in funds held at Friends of Penfield decreased by the amounts transferred from the campaign funds for operations as well as adjustments for new activity in the accounts held for the benefit of PMA. PMA net assets and the Beneficial Asset account increased accordingly. Program supplies are over budget due to use of the DPI grant at higher than budgeted supplies and for supplies purchased for replacement of items lost in the flood, which were reimbursed by insurance proceeds. Waiting on reimbursement from the DPI grant.

Mr. Stephen Walmsley asked for clarification on the Richardson School expense. Ms. Ronco explained that this was for a child that was transferred from PMA to Richardson. Ms. Ronco is currently working with the family to find a public school for this child so the child can dis-enroll from PMA. There is a mediated IEP on the calendar with the family.

### **Strategy Scenario**

Ms. Dew provided this scenario as a refresher. The numbers on the scenario page is the goal for the school. As additional dollars are raised, or expected draws increase or decrease, the timeframe for availability of funds will change. If there is a significant change the board will be informed.

### **Capital Improvements**

The board suggested that a decision on capital expenses be made prior to colder months. Recommendation from the board is to do a risk assessment on heating and windows and report back at next meeting.

## **DEVELOPMENT REPORT**

Mr. Jason Parry reported development report and briefly discussed the development dashboard. Any questions please contact Mr. Parry.

### **Fundraising Plan Update**

Ms. Tere Sackerson shared an email with ideas for fundraising. Some of the ideas include; back to school solicitation, an online event in 2020, board thank you calls to donors from appeal; board members fill out a board engagement form that measures their commitment, share prospects and development activities with the board. Ms. Ronco and Mr. Parry to share ideas with staff to discern what staff or parents would be interested in helping with.

## **ADJOURNMENT**

There being no further business to come before the board the meeting was adjourned at 1:40p.m.