

**Penfield Montessori Academy**

**Board of Directors**

**Meeting Minutes**

**June 18, 2019**

**Present:** Christine Holmes, Louisa Marks, Robert Mikulay, Tere Sackerson, Deanna Tillisch, Lisa Van Landeghem

**Excused:** Julie Gilpin, Stephen Walmsley, Madonna Williams

**By invitation of the Board:** Karie Anderson, Ann Becker, Patti Dew, 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 12:05 p.m.

**APPROVAL OF MINUTES**

The minutes of the May 21, 2019 board of directors meeting were approved as written.

**EXECUTIVE DIRECTOR'S REPORT**

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

- New staffing model was discussed. Will extend offers at the end of the week for the new positions. The psychologist position still needs to be filled.
- There are three lead teacher openings with one offer out.
- Wrapping up end of year facilities work
- Two week Montessori Inclusion Conference currently taking place and going well.
- MAPS scores – ended year on good note, teachers really concentrated on test scores. Jason would like to see what percentage of kids have made progress to share with donors. Would also like to see which students are meeting IEP goals.
- Measurements/Successes – Mr. Jason Parry to work with Ms. Lisa Pollnow, Program Data Manager to design measurements & talking points for different audiences. Ms. Ronco to schedule meetings with Ms. Pollnow to develop a dashboard to track progress. To be shared at August board meeting.

**DEVELOPMENT REPORT**

Mr. Jason Parry gave a presentation on PMA fundraising outlook.

- Going forward: Transition out of campaign, refresh case, build and annual campaign, board of directors to help tell story – through visits, hosting events and annual appeal letters.
- Would like to start planning for a 2020 fundraising event for the school – Possibly in November. Each board member should think of ideas for this event and what it would look like.

## **FACILITIES AND FINANCE REPORT**

Ms. Patti Dew reported on Finance.

Ms. Dew discussed the page titled; *Funds Available from Campaign for PMA Operations* in the board packet. This page shows funds available and how we are expended to draw from the campaign. It does not include new pledges coming in. If you have any questions about this page please contact Ms. Dew.

### **April Financials**

Ms. Dew presented the April financials. Any questions please contact Ms. Dew.

### **2019-20 Budget**

Ms. Dew discussed changes since the preliminary budget was presented at the May Board meeting. Maintenance was increased due to issues with heating and cooling system.

On a motion made and seconded, the Board of Directors unanimously approved Penfield Montessori Academy's 2019-20 budget.

## **EXECUTIVE SESSION**

The board of directors voted to go into executive session to discuss administrative staff contracts. The executive session began at 1:20 p.m. and ended at 1:41 p.m.

## **ADJOURNEMENT**

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