

**Penfield Montessori Academy**

**Board of Directors**

**Meeting Minutes**

**May 21, 2019**

**Present:** Julie Gilpin, Christine Holmes, Louisa Marks, Robert Mikulay, Lisa VanLandeghem, Stephen Walmsley, Madonna Williams

**Excused:** Tere Sackerson

**By invitation of the board:** Karie Anderson, Ann Becker, Patti Dew, Ellie McCue, 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 12:06 p.m.

**MISSION MOMENT**

Ms. Kathy Ronco introduced Ms. Ellie McCue, Speech Therapist, to the board of directors. Ms. McCue gave a presentation on the importance of assistive technology. The type of assistive technology Ms. McCue uses in the classrooms help children with hearing loss or a voice, speech, or language disorder communicate.

**APPROVAL OF MINUTES**

The minutes of the February 19, 2019 board of directors meeting were approved as written.

**GOVERNANCE**

*Election of Officers*

Ms. Christine Holmes presented the slate of officers.

The following slate of officers are recommended for a one – year term.

Chair	Christine Holmes
Vice Chair	Madonna Williams
Treasurer	Lisa Van Landeghem
Secretary	Tere Sackerson

The following persons are placed in nomination for a three-year term.

Julie Gilpin	Tere Sackerson
Christine Holmes	Deanna Tillisch
Lisa Van Landeghem	Stephen Walmsley
Louisa Marks	Robert Mikulay
Madonna Williams	

*The nominations were closed and on a motion made and seconded, a unanimous ballot was cast.*

*The nominations were unanimously approved.*

**EXECUTIVE DIRECTOR'S REPORT**

*Staffing/Enrollment and Sustainability Plan*

Ms. Ronco gave an update on staffing and enrollment.

## Enrollment

- Goal = 135 Current = 128
- Currently having difficulty recruiting K4 and K5 students
- Slots available for the 2019-20 school year are 16-K3, 40-K4, and 32-K5
- Current enrollment: 16-K3, 30-K4, 27-K5, 20-1<sup>st</sup>, 16-2<sup>nd</sup>, 14-3<sup>rd</sup>
- Attrition rate this for next year is estimated at 5%.

## Recruitment

- Targeting other Montessori schools that children did not get into
- Targeting specific locations
- Asking for waitlists from other Montessori schools
- Social Media
- 150 inquiries have been received through the website
- Still struggling with families that think the school is for special needs only children. Marketing is focusing on all abilities language on marketing pieces. Also would like to use current parents for help with outreach for the school.
- Screenings of new children have been done, 2 children have IEP's

## Staffing

Ms. Ronco discussed the new staffing model. The model has been attached to the minutes.

- Four positions have been added – Educational Coordinator, Special Education Coordinator, School Psychologist, and Programs Coordinator
- The previous position of Dean of Pupil Services has been split into two positions, those positions are the Educational Coordinator and the Special Educational Coordinator.
- Special Education staff has been reduced from 6.5 FTE to 4 FTE

## Litigation

Ms. Ronco reported that there was a parent complaint to DPI. Currently in mediation.

## **2019-20 PRELIMINARY BUDGET**

Ms. Dew went over the 2019-20 preliminary budget

- The salaries line does not include the PCC staff allocation. That has been moved to professional fees. This is why the increase to salaries is low.
- Salaries in the preliminary budget is in line with the strategic scenario staff cost number

Ms. Holmes asked for a motion to approve the 2019 -20 preliminary budget with the new staffing model presented with the caveat that any new positions need board approval prior.

*On a motion made and seconded, the Board of Directors unanimously approved the 2019 -20 Preliminary Budget with the caveat that any new positions need board approval prior.*

## **DEVELOPMENT REPORT**

Mr. Jason Parry gave an update on the campaign.

- Currently working on wrapping up the campaign.
- Will relook at annual funding for the school at the end of the calendar year.

## **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:42p.m.

Penfield Montessori Academy  
Staffing Model

General Education – Based on 24 students per classroom

- 1 Education Coordinator
- 1 Montessori guide per classroom
- 1 Montessori assistant per classroom

Special Education – This is dictated by the needs of the students enrolled.

- 1 Special Education Coordinator to provide supervision and expertise to the special education staff and maintain compliance with all legal requirements. -
- 1 Learning Strategist (Special Education Teacher) for every eight students identified with special needs in the primary classrooms and every 12 students in the lower elementary.
- 1 Learning Strategist (Special Education Teacher) for every six students with complex special needs.
- 1 Special Education Assistant for every three students with complex special needs.
- 1 Special Education Assistant for every child legally required to have a one-on-one.
- Therapists determined by each student's IEP
  - Speech and Language
  - Occupational Therapist
  - Physical Therapist
  - School Psychologist
  - Nurse

Penfield Enrichment Program (PEP) – the before and after school program

- 1 Programs Director required for State licensing to lead the before and after school programs.
- 1 PEP assistant. The current plan is for one assistant to be hired specifically for the PEP program and to use classroom assistants to cover the remaining needs. (This number will fluctuate based on enrollment.)

Administration -

- 1 Head of School (ED)
- 1 Family Engagement Specialist
- 1 Office Manager
- 1 Part-time Receptionist (Increase hours as school grows)

Operations -

- 1 Custodian per every 30,000 square feet (based on national average - PMA is 57,000 sq. ft.)
- 1 part-time facilities maintenance position
- 1 part-time kitchen assistant (increase hours as school grows)