

Penfield Montessori Academy

Board of Directors

Meeting Minutes

December 10, 2019

Present: Christine Holmes, Julie Gilpin, Deanna Tillisch, Lisa VanLandeghem, Stephen Walmsley, Danila Danesi, Melissa Murray, Ronny Thompson, Tere Sackerson, James Burnett

Present via phone: Madonna Williams, Robert Mikulay

By invitation of the board: Patti Dew, Erio McClure, Jason Parry, Kathy Ronco

CALL TO ORDER

The meeting of the Penfield Montessori Academy board of directors was called to order at 12:06p.m.

APPROVAL OF MINUTES

The minutes of December 10, 2019 board of directors meeting were approved as written,

INTRODUCTION OF OFFICER

Mr, James Burnett gave a brief introduction to the Penfield Montessori Academy (PMA) board of directors.

COMMITTEE ASSIGNMENTS

Ms. Christine Holmes announced committee assignments. Ms. Danila Danesi and Ms. Melissa Murray have agreed to be members of the Academic Excellence committee. Mr. Steven Walmsley volunteered to join the Executive committee. On a motion made and seconded, the Board of Directors unanimously approved the nomination of Mr. Walmsley to the Executive committee. A list of committees will be distributed to members. All directors were encouraged to join a committee that peaks their interest.

STRATEGIC PLANNING MEETING

Ms. Kathy Ronco presented on the upcoming strategic planning meeting. UWM requires PMA to have a strategic plan that is updated annually. Due to some changes the strategic planning

meeting is especially important this year because of several changes. Possible dates for the meeting have been circulated to members. All directors were asked to respond with availability.

SCHOOL OPERATIONS REPORT

Ms. Kathy Ronco presented the School Operations Report.

- The DPI grant and how it is being spent were discussed. A substantial portion is being spent on professional development.
- PMA continues to invest in partnerships, community engagement and research. There are currently three research projects underway. Research topics include inclusion/equity, autism treatment and data management.
- The school safety plan was submitted to the directors. An expulsion section was added for board review. All board members to review the plan and approve it at the next board meeting.
- Staffing has become an issue PMA. There is currently a need for two classroom teachers. Recruitment is underway for montessori guides. A viable montessori guide has interviewed. Once she has received employment clearance, PMA would like to extend an offer for employment.
- PR surrounding the employment changes were discussed. Ms. Ronco to discuss the changes with families individually. Mr. James Burnett and Mr. Jason Parry will assist Ms. Ronco if needed.

DEVELOPMENT REPORT

Mr. Jason Parry presented the development report for PMA. PMA is in the process of starting an annual fundraising campaign. Mr. Parry presented a development dashboard to the directors. Please contact Mr. Parry for a copy of the report. PMA continues its fundraising efforts. There have been requests made from past donors to the campaign to commit additional dollars. A call was made for directors to continue to use their contacts to solicit funds for PMA. There have been major strides in securing funds from a Wisconsin based donor. PMA will learn if the funds have been gifted in summer of 2020.

FINANCIALS

Ms. Patti Dew presented the November financials for PMA. Please contact Ms. Dew for a copy of the financials. Ms. Dew discussed the use of campaign funds. Capital projects were also discussed by Ms. Dew. The steampipe project will cost substantially more than thought. The steampipes will be replaced at a later date. Two smaller projects were identified as feasible for this school year. A motion was made and seconded to approve the two smaller projects. The Board of Directors unanimously approved the disbursement of funds to complete the identified projects.

ADJOURNMENT

There being no further business to come before the board the meeting was adjourned at 1:33 PM.