

Penfield Montessori

Board of Directors

Meeting Minutes

August 18, 2020

Present: James Burnett, Danila Danesi, Julie Gilpin, Christine Holmes, Melissa Murray, Tere Sackerson, Lisa VanLandeghem, Stephen Walmsley, Madonna Williams

Excused: Bob Mikulay, Ronny Thompson, Deanna Tillisch

By invitation of the board: Karie Anderson, Mora Anderson, Ann Becker, Patti Dew, Rya Massek, Sangita Nayak, Jason Parry, Kara Rivera

CALL TO ORDER

The meeting of the Penfield Montessori Academy board of directors was called to order at 12:03 p.m.

WELCOME AND INTRODUCTIONS

Ms. Christine Holmes introduced the newly appointed Head of School, Dr. Mora Anderson and the newly appointed principal, Ms. Sangita Nayak.

APPROVAL OF MINUTES

The minutes of the June 16, 2020 board of directors meeting were approved as written.

PMA SCHOOL REPORT

Dr. Anderson gave the school report.

Reopening Plan

PMA's school reopening plan will occur in phases: Phase 1: Remote, Phase 2: Hybrid; and Phase 3: Live. The school will begin the 20-21 school year with remote learning for all students or Phase 1. Chromebooks and hotspots will be distributed to all students who need them. Movement between phases will happen in conjunction with clearance given by the CDC, MHD, and on-going survey data from PMA's school community.

Enrollment

Enrollment is currently at 136 students with 105.4 FTEs. There is an 87% return rate of students from last year.

Professional Development Schedule

The professional development schedule for the days leading up to the start of school was shared, the schedule caters to needs of all levels of implementation: New employees, Instructional Staff; Montessori Guides; Special Education Staff.

Policy Approvals

Penfield Montessori Academy Paid Time-off Revised 8/15/2020

- *time-off requests encouraged to meet school calendar and needs
- *levels annual carry over of 40 hours (regardless of Employment Status)
- *levels maximum sick accrual of 240 hours (regardless of Employment Status)

Drug and Alcohol Policy Effective 8/17/2020

- *initiates standard pre-employment screenings with current employed staff

University of Wisconsin-Milwaukee Office of Charter Schools 2020-2022 Required Local Academic Performance Measures

- *identifies evaluative assessment to measure on-going student achievement
- *identifies evaluative assessment to measure on-going student growth
- *identifies evaluative assessments for optional measures for Parent Engagement and Social Emotional Learning & Health

Approval from the board on the updated staff handbook policies was requested along with an approval for the reopening plan for the 20-21 school year.

The updated policies and the reopening plan for the 20-21 school year was reviewed and unanimously approved by the board.

Seclusion and Restraint Report

There were no reports of Seclusion and Restraint reported to the Department of Public Instruction for the 2019-2020 School YEAR. (Live Instruction in classrooms concluded Mid-March due to the Coronavirus Pandemic.

FINANCE AND STRATEGY

Ms. Patti Dew gave an update on Finance.

COVID-19 Funding, ESSER, City Funding Collective

PMA received several grants due to COVID. These funds will be used for reopening planning and virtual learning expenses.

Financials Year End

Board reviewed the year end financials. Net loss year to date. Contributions and In Kind budget includes In Kind Rent. Many areas were under budget due to the shut down in March due to COVID-19.

DPI Grant Update

The DPI grant was underspent this year. We will request a full carryover due to the COVID closure.

Dashboard

The dashboard will be revised to reflect the new enrollment numbers.

DEVELOPMENT

Mr. Jason Parry gave an update on development activities.

Development Updates

PMA received a grant through the Urban Day School. This grant will support capital improvements and sensory enhancements in the school. Other pending capital requests were shared and discussed.

2020/21 Plans

The goal for the 2020-21 school year was shared. The anticipated activities to achieve the goal are; foundation grant writing, two appeal letters, spring event, major gift solicitation. Priorities for the coming year include; growing donor base, focus on renewals of annual campaign donors and supporters, identify new major gift donors, build on Pink Tower fundraising event.

ADJOURNMENT

There being no further business to come before the board the meeting was adjourned at 1:28p.m.