



BOARD OF DIRECTORS

Meeting Minutes

TUESDAY, May 17, 2022

12 Noon

Join Zoom Meeting

<https://penfieldmontessori-org.zoom.us/j/93451290915>

Attendance: Danelia Danesi, Chris Due, Julie Gilpin, Bob Schwartz, Deanna Tillisch, Lisa Van Landeghem, Madonna Williams

Excused: James Burnett, Melissa Murray, Ronny Thompson, Sue Sager, Zia Maskara, Bob Mikulay, Tere Sackerson

By Invitation of the Board: Dr. Anderson, Ann Becker, Ron Jacobs, Rya Masek, Kara Rivera, Megan Wurz, Sue Sager, Dr. Kim Rennie

Call to Order – 12:06

Welcome and Introductions

Ms. **Holmes** welcomed Mr. Chris Due, our new board member from the Burke Foundation. Ms. Michelle Ravin was announced as our new school Principal for the 22-23 school year.

Governance

Ms. Zia Maskara's resignation was given as she will be moving out of state soon. A nomination for Ms. Sue Sager for Northwestern Mutual and Dr. Kim Rennie, Pediatric neuropsychologist to join our board was given.

The motion to approve our new board members was made by Ms. Gilpin, seconded by Van Landeghem and approved by the full board present.

The Election of Officers and Directors Resolution was shared.

A motion to approve the election was made by Ms. Gilpin, seconded by Ms. Tillisch and approved by the full board present.

The list of Officers for the 2022-23 school year will be Christine Holmes, President, Madonna Williams, Vice President, Tere Sackerson, Secretary, Lisa Van Landeghem, Treasurer and Julie Gilpin, Member At- Large.

The PCC board approved 3 revisions to the bylaws of PMA. These include: 1. Raising the number of board members from 15 to 19; 2. Prohibiting parents of children enrolled at PMA to serve on the board, due to potential conflict of interest; and 3. Allowing PMA board members to elect their own directors. These revisions were vetted by attorneys and approved by the PCC board as they are the sole members of PMA. PMA board members understood the changes and did not disagree with any of them.

Consent Agenda

The motion to approve the February 15, 2022 meeting minutes and the conflict of interest policy were approved by Mr. Due, seconded by Ms. Danesi and approved by the full board present.

HOS Report

Dr. Anderson shared the PMA Academic and Board calendar. She thanked the board and families for the teacher appreciation gifts given in the past and noted that this year the administrative team donated for teacher appreciation. Dr. Anderson would like the board to donate every other year to the annual acknowledgements for teachers' service. Ms. Wurz was thanked for the successful Spring Carnival event. Ms. Gilpin was thanked for donating water bottles and Mr. Mikulay for the food truck tickets. It was a great marketing event and we had around 238 attendees. Unfortunately we only had 3 students eligible for Cristo Rey summer tutoring and we will not be pursuing it at this time. Mr. Berry our Family Liaison will be working on connecting our families to summer programming. Ms. Holmes mentioned that perhaps PCC and PMA could do a combined staff appreciation event in the upcoming year.

An overview of the UWM survey results was discussed. We had a 100% parent and student response rate and 94.7% response rate from staff. Only two of the fifteen metrics, expectations and process management, fell slightly below the UWM average scores. 2022-2023 enrollment projections were reviewed. We are noticing a decline in student enrollment, mostly related to moving out of the state or area. We are currently working off of our waitlist to complete enrollment for the upcoming school year. Most enrollees will be K3-K5. The only revenue we receive for K3 students are from those who enter with an Individualized Education Plan (IEP) identifying the need for specialized services. In the case of K3 students with a disability, revenue to the school equals 50% of per pupil state funding. Ms. Van Landeghem mentioned that we would receive more funding for enrolling older students, however we are limited on

enrolling older age groups who do not have a Montessori background. Staffing updates were given including the retention rate for 2021- 2022 and our filled and open positions for the upcoming 2022-2023 school year. A proposed accountability chart for the upcoming year and long-term goals were also reviewed.

Finance Report

Mr. Jacobs shared the December 2021, January 2022, February 2022 and March 2022 financial reports. March financials were detailed. The majority of decrease was due to the in-kind transfer of HVAC project to PMA building entity. State aid was our biggest revenue.

A motion to approve the January, February, and March Financials was made by Ms. Tillisch, seconded by Ms. Van Landeghem and approved by the full board present.

A proposed budget for the 22-23 school year was presented along with the campaign and sustainability dashboard. The Capital Project budget for the upcoming year was also discussed. The largest items are a new roof, bathrooms and windows for the second floor. More details with quotes will be included in the June board meeting. The roof must be fixed this summer so the other capital projects may be placed on hold. Problem solving for classrooms was quickly proposed, but no decisions were made.

A proposed 2022-2023 budget was discussed. A spreadsheet from 2016 to 2026 was reviewed. ESSER II funding will be used this year and ESSER III funding will likely be used in the following year. Dr. Anderson will organize a full advisory committee made up of shared stakeholders to determine the use of ESSER III Funding. Salary Increases, new positions and retention of current staff is the bulk of expenditures in the general budget. Expense discussions were had and the proposed budget was renamed as a preliminary budget. The final budget will be approved at the June 14 meeting of the board.

Dr. Anderson should contact UWM to ask for an extension from UWM as the budget is due on June 1, 2022. The full board approved asking for an extension.

Development Report

Ms. Wurz thanked Ms. Williams for the ice cream donations, Ms. Gilpin for the water donation and Mr. Mikulay for food. She will present a more detailed plan for fundraising for PMA at future meetings.

Adjournment: 1:49pm

Executive Session

Ms. Holmes and the remainder of the board stayed on the call for Dr. Anderson's performance review. Ms. Rivera and Dr. Anderson exited.