



PENFIELD
MONTESSORI ACADEMY

BOARD OF DIRECTORS
Meeting Minutes
Tuesday, June 14, 2022
12 Noon
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Attendance: Danila Danesi, Chris Due, Julie Gilpin, Bob Schwartz, Deanna Tillisch, Lisa Van Landeghem, Madonna Williams, Karin Gale, James Burnett

Excused: Dr. Kim Rennie, Tere Sackerson, Sue Sager, Ronny Thompson, Bob Mikulay

By Invitation of the Board: Dr. Anderson, Ann Becker, Ron Jacobs, Bridget Lyons, Rya Massek, Emily Mehlhorn, Alyssa Peterson, Michelle Ravin, Sonia Raymonds, Kara Rivera, Megan Wurz

Call to Order – 12:02 pm

Welcome and Introductions

Chris Holmes welcomed Principal Michelle Ravin to her first meeting.

Governance

- Melissa Murray has resigned from the Board. A public thank you for her service was given.
- Julia Magnasco, First Stage Director for school programs, was unanimously approved to the Board.
- The May 17th 2022 meeting minutes were approved unanimously.

HOS Report

- A new supplementary math curriculum, Zearn, was proposed by the Math Team. We have received federal money, ESSERS, to assist with the academic challenges the pandemic created. Zearn's online platform is more user-friendly and a better fit for our students than the previous platform we had been using. The previous platform worked off of a point system that was time consuming and caused frustration. Instead of rewarding student achievements, it focused more on taking away the points, causing students' levels to go down.

Zearn has a research-based platform, guided learning instruction with real life models and allows students to work at their own levels. It includes a separate area for testing and meets all learning styles while pairing well with Montessori materials. Cost and performance measures were shown.

We are planning to start this curriculum at the K4 level.

We plan to have training for staff during professional development and will be implementing the new program in September 2022.

Enrollment Update

- Enrollment moved from 129 to 116. We will continue increase our enrollment with new K3s, K4s, K5s and add several elementary students. No additional staffing will be needed. We will continue to advocate for more public funding for students with special needs.

Staffing Update

New hiring updates and staffing changes were shared. Paraprofessionals are required to have 40 hours of educational credits and will need to receive a DPI license.

Assessment Data Results

- The ELA/Reading achievement goals and Mathematics achievement goals from 06/11/2021, 12/06/2021 and 06/10/2022 metrics were shared. We have reviewed individual data and grade level data, as well as seasonal measurements. One of the two reading achievement goals increased, while both of the mathematic assessment goals decreased. We believe that implementing the Zearn platform for mathematic achievement goals will increase our assessment goals. It is also important to note that many students' individual scores increased, but the overall grade level assessment was shown as a decrease.
- We received a DPI expansion grant for \$650K. A special thank you to our new grant writer, Bridget Lafferty, and marketing team. This will be PMA's third grant received in the six years we have been open.

Finance Report

- April 2022 Assets-The outstanding item is for the Employee Retention Credit, otherwise known as ERC. The Employee Retention Tax Credit (ERC) is a refundable tax credit designed to reward business owners for retaining employees throughout the COVID-19 pandemic.

We are allowed to claim up to \$7,000 in refundable tax credits per quarter for each employee on our payroll in 2021. Preliminary work has been done and we will qualify for a credit for Q1 and Q2 of 2021. The adjustment will be made in the December financials and would affect all subsequent statements.

Our overall total assets of \$3.7.M is below our year end June 30th balance by \$1.4M. The majority of the decrease is due to the HVAC project that cost us \$1.4M. The Grant receivable in the March statements of \$650,000 for the new HVAC system was received on April 20, 2022. With regards to the Contributions receivable, we received the 2022 installment of \$500k on June 1st. The \$292k inter-fund balance due to PCC was paid in June.

- Operating revenue is up \$250K due to the \$660k of grant revenue received for the HVAC/Lighting project offset primarily by the shortfall in State Aid and Contributions. The State Aid revenue of \$773K for the 10 months is short of the plan by \$141K based on less students and a lower state aid rate per student than what was expected in the plan.
- 2022-2023 Budget - Ron worked with Mora and Chris to update a few things: The enrollment numbers have been updated to reflect the current information we have on next year's students; the related State Revenue we can expect based on the enrollment; we removed one of the Interventionist. We anticipate Baker Tilly and UWM to have comments regarding our improvement planning for the upcoming years.
- We can offer training for those interested in learning more about financials and the model we have in place for the school.
- Although we had a reduction in our net assets, we still have the anonymous donor funds for the upcoming five years in addition to our DPI grant for the next three years. The development team has been challenged to raise additional funding. The marketing team is focusing on receiving new grants, building relationships with new foundations and corporate sponsorships.

The financials were approved by the Board.

Capital Projects

- We are working on several capital projects for PMA. The second-floor windows, roofing replacements and AC units will need to be completed. Other work being recommended includes tweaking of the ADA compliant ramps, restrooms on the second floor and ADA hardware.
- Approval of the windows and roof replacements were approved by the Board.

If any further information is needed, an email will be sent out to the Board.

Development Report

- A new Development Specialist has been hired and will begin July 20th.

- Kohl's will be coming on Thursday, June 16th 2022 to revitalize the school. A past board member, Zia Maskara, was thanked for donating several maple trees for our playground area.
- Croquet Ball is almost sold out. They are still in need of auction items such as: electric kid cars, behind the scenes experiences and health and beauty/spa packages.

Announcements

- There will be a staff retreat with both PCC and PMA employees on October 3rd. This will be an 8 hour meeting with both entities to share our culture.
- Board members were reminded to turn in their Conflict of Interest forms and a Strategy Meeting date will be emailed out.

Adjournment 1:33 pm