



**PENFIELD**  
MONTESSORI ACADEMY

**Board of Directors**  
**Meeting Minutes**  
**Tuesday, October 18th, 2022**  
**12pm-1pm**

**Attendees:** Julie Gilpin, Christine Holmes, Lisa Van Landeghem, Bob Mikulay, Dr. Kim Rennie, Sue Sager, Bob Schwartz and Madonna Williams

**Excused:** James Burnett, Danila Danesi, Chris Due, Julia Magnasco, Tere Sackerson, Ronny Thompson

**By Invitation of the Board:** Dr. Anderson, Tom Grabow, Ron Jacobs, Chris Jones, Ryan Lay, Rya Masek, Melissa Murray, Barb Namowicz, Kara Rivera, Megan Wurz

**Call to Order – 12:03pm**

**Welcome and Introductions**

Chris Holmes announced the nomination of Melissa Murray.

- Melissa Murray was approved to join the board unanimously.

**Governance**

- The August 16 2022 Minutes were approved unanimously

**2021-22 PMA Audit Presentation**

Baker Tilley Auditors, Ryan Lay and Tom Grabow presented their findings. There were no significant findings in the management letter. A copy of the Audit can be found on the PMA website.

- The 2021-2022 audit was approved unanimously

**HOS Report**

State Report Card

- Received our 2<sup>nd</sup> satisfactory report card. These scores are based on our MAP testing and Forward testing data.

- We will need 3 years of upper elementary cohort age group to show our statistical progress
- We continue to increase our English language and math progress.
- Regression was shown in math scores and we contracted with CESA services and switched our supplemental math curriculum to Zearn.

Compliance Requirements were provided for the following:

- University of Wisconsin Milwaukee
- Department of Public Instruction Department of Public Instruction expansion grant

Coaching plan

- Includes weekly, bi-weekly, monthly, trimester and quarterly meetings with various direct reports and community members. Cascading communication when appropriate is given with our families, students and staff.

Staffing and Enrollment Update

- Prepared for 135 students. Currently we have 123 students enrolled. We have 28% special education versus the 31% we anticipated.

Seclusion and Restraint Report 2021-2022

- In 2021-2022 we had 20 total incidents with 5 students, 3 were students with disability. We had 18 seclusions and 14 restraints.
- The 2021-2022 seclusion and restraint report was approved unanimously

## **Finance and Strategy**

### **Financial Statements**

Statement of Financial Position - overall total assets of \$3.7M is below year end June 30th balance by \$200k. Most of the decrease is caused by the operating costs for July while the school was on summer break. The Beneficial Interest balance is \$1.1M at the end of July. We did a wire transfer of \$1.1M on 9/21 to close out Town Bank and move funds to PMA Money Market to fund all the capital projects we are working on at the school.

Statement of Activities - The total decrease in Net Assets was \$163k versus the budget that was a \$80k decrease. The majority of the loss was due to the Operating costs for July. A lot of the variances from budget are timing issues based on the assumptions used for the budget versus how the revenue or expenses are actually occurring. The narrative explains all of the bigger items with payroll having the biggest variance.

The July 2022 financials were approved unanimously.

### **DPI Expansion Grant**

This grant is for 3 years for \$650k. Our annual budget for 2022-23 is \$270k and we expect to spend it all. (\$173k for next year and \$207K the following year). Approval for this grant was received on 8/11/22. We have spent \$67k through September with just over \$200k left to spend. We will be putting in the line item details this week and once approved we can submit claims for reimbursement.

### **Development and Marketing Report**

- Adopt-A-Family program – this year we have 67 families in need for holiday support. We have 22 families already adopted.
- Holiday party “save the date”- Saturday, December 3<sup>rd</sup>
- Annual report will be wrapping up
- Yearend appeal will be coming
- New Penfield websites will be coming in December
- Development goal is 250K
- Spring carnival will be coming in May 2023 and will be working with corporate sponsorship

**Adjourn – 1:25pm**