

Petoskey Montessori Children's House  
Board of Trustees Monthly Meeting  
April 11, 2023 Minutes

Meeting called to order at 5:37 pm

**In attendance:** Nicky Byron, Jessi Kuhlman, Russell Carpenter, Sarah Agurcia, Rebecca Roth

**Virtual:** Amber Neils, Natalie Walts, Zory Monshor, Sarah Campbell

**Approval of Agenda:** Motion made by Kuhlman, 2nd by Monshor, unanimously carried

**Approval of February 23 Minutes:** Motion made by Roth, 2nd by Monshor, unanimously carried

#### Administrative Update

- Staffing: we are currently fully staffed! 1 new IC staff last week, 2 additional staff starting 4/12. Moulton has completed staff evaluations and will begin meeting with staff to review them with Agurcia soon.
- Enrollment: we've had several visits to the primary classroom to determine if PMCH is the right fit for families. Several new students starting in IC/Nido. Reviewed enrollment process policy.
- Primary licensing status: corrective action plan was completed, received. Provisional status in effect now for 3 months. Corrective actions will be inserted into policy documentation for ongoing implementation. Deputy Webster visited the school and was pleased with implemented changes and overall environment in primary.

#### Financial Update

- Bookkeeper has reconciled up through February 2023 now
- IRS penalty was paid and abatement request for waiver of these penalties is in the works. They will not waive the interest accrued, but may waive the penalties
- Victim statement for Maves case has been updated with backup documentation for lost funds
- Campbell brought up the possibility of Employment Retention Credit (ERC) funds. Will discuss with Kuhlman to see if this is something to pursue.

#### Committees Update

- Maintenance: Spring clean-up is the primary focus right now. Meeting 4/13. Painting in primary 4/22. Byron will get paint for new exterior doors.
- Social: Brainstorming ideas for May social events
- Fundraising: Interview with Harbor Foundation panel 4/13 for playground grant. End of year raffle in the works

#### Other Business

- Mission/Vision/Values is completed and written into proposal for PSP funding adjustments. Jeff Leslie visit 4/20
- 50<sup>th</sup> anniversary celebration: Monshor will email alumni families to gauge interest in a committee for November celebration. Will use a Google Doc to collect ideas and interest
- PR Marketing Plan: no updates
- Building plans were provided – took a cursory look at the plan and will keep working to customize it to our needs
- Teacher appreciation week: May 8<sup>th</sup> – Monshor will take the lead on the plan. Lunches, gift cards and PMCH t-shirts. Will send a Signup Genius to allow parents to pitch in and help with purchasing and/or delivering gifts.
- AMI accreditation visit is all set up, only forms need to be filled out now.
- Mothers/Fathers Night was discussed and will be considered for May/June

- Parents/Grandparents Night in elementary sometime in May
- Graduation: discussed what can be prepared ahead of time

Adjourned at 7:15 pm

Next Meeting – May 9th, 5:30 pm

-Respectfully submitted by Amber Neils