

Petoskey Montessori Children's House

Board of Trustees Monthly Meeting

August 8, 2023 Minutes

Meeting called to order at 5:36 pm

In attendance: Nicky Byron, Jessi Kuhlman, Sarah Agurcia, Rebecca Roth, Amber Neils, Natalie Walts, Angie Moulton, Anna Collins

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

Approval of April Minutes: Motion made by Kuhlman, 2nd by Walts, unanimously carried

Administrative Update

- Enrollment: YCC/Nido full and waitlisted for 18+ months, Primary 17 enrolled including kindergartners (slots for 3 or 4-year-olds open), Elementary at 14.
- Staffing: ongoing interviews; brainstormed new methods to attract talent—current high school graduates qualify for latchkey positions, check into career fairs, recruiting recent graduates, consider signing and/or retention bonuses, referral bonuses, attract more tours for exposure for NCMC – Agurcia will reach out. Re-tool the job posting ad – highlight perks like paid days off. Rebranding videos can double as recruiting videos.

Financial Update

- Bookkeeper is caught up and continues to help with bookkeeping tasks
- IRS abatement request for waiver of penalties is delayed another 6 months; still accruing interest
- Cash position is up this month

Committees Update

- Maintenance: floating floor laminate will be installed before school year – Pumco providing an estimate. Will not replace all the carpet, remaining carpet will be cleaned; deck needs – refinishing? Planters to block edges? Playground equipment-starting this coming weekend; primary equipment hasn't arrived
- Social: September get-together in the works; formal open house – first Thursday +elementary parent meeting, BOT to share mission/vision/values during; Parents' Night Out 8/9; room parents and committee sign-up sheets
- Fundraising: \$3700 donated on GiveButter for playground equipment; circuit control – M-119 Izaki also donated

BOT Updates

- Embezzlement charge increased substantially ~\$110,000
- 50th anniversary celebration is scheduled for November 4th @ the Inn at Bay Harbor – dueling pianos and silent auction, corporate donor letter in draft form to be reviewed
- PSP Management Agreement – no update; expires 8/31/23; discussed if Tamara's salary could fall under tutoring
- Year in review/Forward Planning: fundraising goal \$20K, 1 ticketed event per year, enrollment goal: at least 80% of capacity in elementary, 70% in primary, 90% in YCC/Nido; High quality staff/retention/feedback/expectations; increase engagement with PSP; PR campaign – rebranding, videos, kids projects e.g., magazine etc.; operate at a 5% margin; increased parent communication

Other Business

- Supply list/wish list – signup genius to go out – plans to share more often; QR code that links to the supply list in the coat rooms idea
- Welcome packet – Sarah will compile for this year and include specific carline directions and PMCH guidelines
- Carline brainstorm: give out friendly “tickets” for infractions; sign that states “no careline today” when understaffed; monthly reminders
- Kuhlman will update the school directory

Adjourned at 6:47 pm

Next Meeting – September TBD, 5:30 pm

-Respectfully submitted by Amber Neils