

Petoskey Montessori Children's House  
Board of Trustees Monthly Meeting  
February 23, 2023 Minutes

Meeting called to order at 7:46 pm

**In attendance:** Nicky Byron, Zory Monshor, Jessi Kuhlman, Russell Carpenter

**Virtual:** Sarah Agurcia, Amber Neils, Natalie Walts, Rebecca Roth, Angie Moulton

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

**Approval of January 10 Minutes:** Motion made by Kuhlman, 2nd by Monshor, unanimously carried

Administrative Update

- Staffing: Ianthe Soyza, former PMCH and AMI certified primary guide, is returning from retirement temporarily to the Primary classroom. Two new primary assistants hired: Kaylee Pinney and Kamron Green. Angie, as the school's program director, will have an active presence in the primary classroom until the new schedule and guidelines are fully implemented, during that time Mary Berge will fill in for Angie's role in IC. A lead is needed in Nido – a variance request will be submitted to LARA for Lauren Brendly to fulfill this role.
- Open house in primary will take place on March 7. Children will return in incremental small groups the first three days back (March 1-3) to get reacquainted with the classroom and the changes that have been put in place. Full return the week of March 6.
- Enrollment: no updates, but once primary is fully opened and operational, will start the process of welcoming some new 4's to the classroom.

Financial Update

- Kuhlman is working with the bookkeeper to fix some minor issues in QuickBooks due to errors made during transition to invoicing with Brightwheel
- Double payment to the IRS returned with interest. Additional refund pending as well.

Committees Update

- Maintenance: Neils: we've had a few workdays and gotten small items checked off the priority list. Next focus will be spring cleanup plans. Will send out a signup genius with tasks for parents to sign up, flexible timing, board will assist with allowing access to the building.
- Social: Winter Social was a blast! Next up: Dad's Night Out, Home Depot tinker project, Spring social, Coffee with the Administrator to be revisited in the Spring.
- Fundraising: Petoskey Harbor Foundation Grant – up to \$15K, application deadline 3/1 – Byron is working on it to apply for playground equipment funding.

Other Business

- KD and Elementary Parent Teacher conferences are March 14, 16 and 17. Primary Parent Teacher Conferences will be held at the end of the school year; IC upon request.

- Discussion about semantics regarding Incidents vs. Observations/Accidents/Notes. Need clarification for staff to know how to document which types of scenarios.

Next Meeting – March 14th, 5:30 pm

Adjourned at 8:57 pm

-Respectfully submitted by Amber Neils