

PETOSKEY MONTESSORI

Board Meeting Minutes - January 10, 2023, 5:30 pm

Trustees in attendance: Nicole Byron, Jessi Kuhlman, Natalie Walts, Rebecca Roth, Zory Monshor. Staff in attendance: Sarah Agurcia.

Meeting called to order at 5:35 pm. Approval of January 10, 2023 agenda: motion, seconded, unanimously carried. Approval of November 8, 2022 meeting minutes: motion, seconded, unanimously carried.

1. Administration Update

Staffing: Several applications have been received for the positions of Lead Guide and Assistant Guide in Primary. Three interviews will be conducted in the next few days for the Assistant Guide position. The goal is to hire two full time staff for this position.

Professional Development: The IC/Nido and Primary staff will be offered the option of visiting The Children's House in Traverse City to conduct observations in their respective classrooms. The goal is to give them the opportunity to learn more about the Montessori Method and visualize the potential for their respective classrooms and careers as Montessori educators.

Enrollment: Five new students have joined the school in January, with an additional one joining in February. A total of five students have left the school between the last couple of months of 2022 and January of 2023.

Safety: The new doors have been ordered, waiting on them to be delivered. Existing exterior light fixtures will be replaced/improved, and additional ones will be added. Agurcia will reach out to Deputy Webster to set a date and time for him to come in and offer his expertise on the safety drills protocols moving forward. Byron will reach out to the Cross-Christ Lutheran Church next door to ask if the church can be designated as the school's primary evacuation spot.

Social Media/Communications Policies: We need to create (and communicate to staff) specific policies to include in the Employee Manual regarding social media posts, photographs of children, and best practices in sharing these with parents.

2. Financial Update

Kuhlman presented the financial and variance reports. The transition to the new bookkeeper will begin in February. Our tax-exempt status has been reinstated, retroactively!

3. Committees Update

Fundraising Committee: Now that we have regained our tax-exempt status, we can focus on more grant opportunities. Monshor will share the most recent AMI spreadsheet with grant opportunities with the committee. Byron and Kuhlman are currently working on a Kellogg's Foundation grant. There is a request from the staff to look into playground equipment grants. We need to find the lowest cost option to place a donation button in our website and Facebook page. Walts will look into the grant opportunities.

Social Committee: The next family social is planned for January 29 at the Winter Sports Parks. The committee is planning additional events for the next few months.

4. Old business

The Journey Night event will be tabled until we are fully staffed. Staff will go ahead in choosing dates for Parents/Grandparents Nights.

The Mission and Vision meetings will continue in February.

Meeting adjourned at 7:00 pm.

Submitted by Zory Monshor