

Petoskey Montessori Children's House

Board of Trustees Monthly Meeting - June 13, 2023 Minutes

Meeting called to order at 5:32 pm

In attendance: Nicky Byron, Natalie Walts, Zory Monshor, Jessi Kuhlman, Rebecca Roth, Sarah Agurcia, Angie Moulton, MaryJo Alshab, Anna Collins, Branden Wheeler. **Virtual:** Amber Neils.

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

Approval of May 9, 2023 Minutes: Motion made by Monshor, 2nd by Kuhlman, unanimously carried.

Administrative Update

- Safety Drill Feedback: a lockdown drill was successfully conducted in all classrooms with the assistance of Officer Webster and Matthew Blythe, Emergency Management Coordinator for PSP. Agurcia will share the schedule for the 2023-24 school year with Webster and Blythe to coordinate all drills (fire, tornado and lockdown). As per licensing, a tornado drill needs to be conducted between May and November.
- Enrollment: Nido and IC are full, with a waitlist. Primary currently has between 15-17 students enrolled, plus 2 Kindergarteners. Elementary currently has 15 students. Byron is working on creating material to advertise open spots, including information about CDC payments being accepted, thanks to Great Start to Quality.
- Primary Summer Program: 16 students are enrolled, 3 of them not Montessori. Initial feedback is positive.
- AMI Consultation: Recognition has been confirmed, valid for the next three years. The final report was positive, with suggestions for updating certain materials and facilitating more interaction with peers for Elementary Lead teacher, Russell Carpenter.

Financial Update

- 2023-2024 Budget: the budget presented is based on projected enrollment and PSP funding. PMCH and PSP lawyers have been in conversations about the Management Agreement. PMCH's lawyer has presented a clear picture of the financial situation and needs of the school; we are now waiting for a reply from PSP. Certain funds have not been granted to PMCH in the past (e.g. millage), which are worth pursuing. If the response from PSP is not favorable, the budget will be redrafted taking the new information into consideration.
A motion to approve the 2023-2024 budget was made by Kuhlman, 2nd by Walts, unanimously carried.
- Bookkeeper: a new bookkeeper has been hired, reconciling should be up-to-date for the July meeting.
- IRS Penalties: Kuhlman has submitted the abatement request for the 990 filing penalties, we are waiting on the IRS review and response. Cevin Taylor will not be able to assist with the abatement request for the 941 filing penalties; enquiries will be made about the firm Lothamer Tax Resolution to see if they will be hired to file those abatements on behalf of the school.

Committees Update

Tabled until the next board meeting.

Other Business

- Marketing: we need to start focusing on reviving our outreach efforts to increase awareness of the school in the community and hopefully also increase enrollment/support. Ideas: Elementary Open House over the Summer, lemonade stand for the 4th of July parade, volunteering at community events, Rotary Walkabout Wednesdays. Also need to actively focus on fundraising efforts for the next school year.
- 50th anniversary celebration: Byron has reached out to several current and former board members and parents to update and populate the contact list of PMCH and PMES alumni. The goal is to celebrate the school's 50th anniversary while also raising some funds for the school.
- The plan is to conduct a special July meeting to discuss planning, goal setting and possibly fundraising.

Adjourned at 6:54 pm

Next Meeting: August 8, 2023 at 5:30 pm