

Petoskey Montessori Children's House  
Board of Trustees Monthly Meeting  
March 20, 2023 Minutes

Meeting called to order at 5:47 pm

**In attendance:** Nicky Byron, Zory Monshor, Jessi Kuhlman, Russell Carpenter, Angie Moulton, Sarah Agurcia

**Virtual:** Amber Neils, Natalie Walts, Rebecca Roth

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

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

Administrative Update

- Staffing: interviewing right now for primary lead/co-lead/assistants. Two strong candidates scheduled to be interviewed this week. Others have expressed interest and interviews are being scheduled.
- Enrollment: Next year's kindergarten class is set to be 8 strong. IC/Nido waitlist system is working. Backfilling from the waitlist is not only about first come/first serve, also about balance and finding the right fit.
- Primary licensing status: no update

Financial Update

- Bookkeeper has reconciled up through January 2023 now
- Letters received from the IRS stating additional missed payments and fees/interest associated with these is due. Kuhlman moving forward with requesting a reduction of the associated fees with the reason that our trusted agent neglected to fulfill the duties of IRS filings
- Tuition rates—not finalized, dependent on grants and funding outcomes. To be released to families by June.
- Salary Scale Review: discussed that cost-of-living raises will be given yearly, merit-based bonuses are an option to be considered. Review scale every two years.
  - Approval of Salary Proposal Review: Motion made by Monshor, 2nd by Walts, unanimously carried

Committees Update

- Maintenance: Spring clean-up is the primary focus right now.
  - Walkthrough to church for emergency/parking: Byron will confirm with church staff that cutting trees and fence is approved
  - Raised bed installation in primary and elementary. Reminder that elementary isn't there for summer so primary students will look after the plants over summer (in addition to maintenance committee).
  - Tip of the Mitt Watershed Council staff will advise on installation of a rain garden in the primary play yard to mitigate runoff issues. Backup plan: French drain/drywall installation or hydroseeding grass seed
  - Old well pump in the elementary play yard can be removed – connected to old contaminated well
  - Byron will send Neils specs for playground equipment for consideration in planning.
- Social: The meeting was postponed due to scheduling conflicts. Brainstorming ideas: touch-a-truck, bonfire.
- Fundraising: Interview scheduled with Harbor Foundation panel regarding playground grant.
  - Brainstorming ideas: Gypsy Farms family day with proceeds of sales to donated, auction options, raffle for the last day of school, Backlot or Beards community days (proceeds donated).

Other Business

- Youth Art Show at Crooked Tree Arts Center – we need to look into why we were not invited this year like in year's past.
- Mission/vision/values will be worked on and presented at PSP meeting in May
- PSP Proposal draft – working on the proposal numbers for more equitable distribution of funds
- Will send an invitation to superintendent Leslie to tour the school after spring break.
- 50<sup>th</sup> Anniversary Celebration: invite alumni, call out for a committee

- PR/Marketing Plan – no updates
- Parents/Grandparents Night – invite parents to the school to see what their children have been working on. To function like mothers/grandmothers night but inclusive of all parents/grandparents.

Next Meeting – April 11th, 5:30 pm

Adjourned at 7:10 pm

-Respectfully submitted by Amber Neils