

Petoskey Montessori Children's House
Board of Trustees Monthly Meeting
May 9, 2023 Minutes

Meeting called to order at 5:41 pm

In attendance: Nicky Byron, Jessi Kuhlman, Russell Carpenter, Sarah Agurcia, Rebecca Roth, Amber Neils, Natalie Walts, Zory Monshor, Angie Moulton

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

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

Approval of USDA Pre-Application Submittal for funding the new building project: All in favor

Administrative Update

- Staffing: ongoing interviews for IC/Nido and primary; still trying to fill a few slots in IC and one in primary. Evaluations are completed for all staff, reviews done with all but 3 staff members
- Safety drill schedule: still working with Officer Webster and Emmet County, lockdown drill will be first priority; discussion that at least one fire drill should be run before the end of the school year with current plan.
- Enrollment: 58 total enrolled; for fall K is full and close to full for all of primary depending on planned tours/fit
- Summer program: working closely with Susan Chowden, right now focus on the lending library; Zory's original plan is still largely intact with a few modifications; stations will be placed that highlight primary staff's identified strengths; Sarah will send a reminder to current primary families that the deadline to enroll before it opens to the public is May 12th
- AMI consultation: went very well, great suggestions provided to improve organization, no conditions for the report; discussion of AMI training for assistant guides next year
- Other: various behavioral issues in both primary and elementary-disciplinary procedure has been followed; discussed potential issue with older children visiting the other classrooms-appropriate policy needs to be clarified

Financial Update

- Bookkeeper has reconciled up through March but has moved on to a new career. New bookkeeper will be continuing with the rest of the reconciliation.
- IRS abatement request for waiver of penalties was denied. Will consult with financial advisor for appeal

Committees Update

- Maintenance: Spring clean-up was a success. Will hold monthly work days through the summer to accomplish priority items from the maintenance list as well as install playground. Play playground perimeter and fall protection.
- Social: May 20th social event at gypsy farms
- Fundraising: secured grant for playground equipment; raffle license was granted, just need to print tickets for drawing on June 9th at the family picnic

BOT Updates

- \$20,000 of the restitution from Maves case is expected to be paid soon; remainder to come in 6 months
- 50th anniversary celebration: list of all alumni families has been compiled and will start sharing it to recruit committee for planning the November celebration
- PSP management agreement: need to re-negotiate; tour of PMCH with PSP board members went well
- Teacher Appreciation Week: success! Parent donations and participation was high and greatly appreciated
- Tuition Reimbursement Policy may need to be reviewed and revised

Other Business

- Mothers Night in Primary is planned for Thursday; IC on Friday; Elementary making pillows for mothers

Adjourned at 7:20 pm

Next Meeting – June 13th, 5:30 pm

-Respectfully submitted by Amber Neils