

Petoskey Montessori Children's House and Elementary School  
Board of Trustees  
May 16, 2024 | 7:00 PM  
PMCH Elementary Classroom

MINUTES

Meeting called to order at 7:08 pm.

Attendance: Nicky Byron, Amber Neils, Natalie Walts, Rebecca Roth, Anna Collins, Russell Carpenter, Angie Moulton, MaryJo Alshab, Liz Cohen, Erin Baittinger

1. Approval of Agenda: Motion by Walts, 2<sup>nd</sup> by Roth, unanimously carried
2. Approval of Minutes: Motion by Walts, 2<sup>nd</sup> by Roth, unanimously carried
3. BOT
  - a. Update on Midwest/Boyne Partnership Proposal: everything submitted to them (full package of test scores, 990s from 2019, fund balance, Dave from Midwest will present – percentage per student rather than an option that's non-dependent on enrollment) Next board meeting on Monday 5/20.
  - b. IT/Networking Transition: with the loss of PSP relationship, we will need computer and internet support – reached out to Jesse Raleigh for a plan (what equipment and infrastructure do we need?) and then we can get stuff at a discounted rate from TechSoup
  - c. Family Picnic/Graduation: reminder to go out, bring your own food, all classes invited, but warning that it's difficult for youngers to go back to class after the excitement/seeing parents. Will get a cupcake pull-a-part cake. Brainstorm for graduates: journal, magnifying glass, Montessori bag, plant (spider plant babies from Anna + certificates (Zory)).
  - d. BOT Call for Trustees: updating the board manual – out by the end of the month; perspective board member form, resetting the expectations for board members – not as much as we've been doing for several years – mainly fundraising & oversight
4. Financial
  - a. Variance Reports: year-to-date doesn't look great, enrollment down, but looking up now so it should be alleviated next year given that elementary moves forward
  - b. Cash Position: unexpected costs this year, but can normalize for next year, some miscategorized items were corrected, one-time costs like the website
  - c. Payroll Penalty Update: ongoing, current contact will be leaving office tomorrow, introduced replacement, June 8<sup>th</sup> will be an update. Still pause on all the interest and collections
  - d. Restitution Update: final payment for the 32K; payment plan for the 110K with probation officer and eventually the judge's office.
5. Committees
  - a. Maintenance Committee: spring clean up was a success, good turnout
  - b. Fundraising –

- i. Grants – picnic tables, sail shade monies approved, additional grant towards a greenhouse is pending, grant for MaryJo’s AMI training came through so she is reconsidering.
    - ii. 50/50 Raffle – application is submitted, drawing at picnic
    - iii. Smoker Raffle – additional application needed to submit, drawing at picnic request Tamara’s husband’s recipe
  - c. Social committee: shove a spring social in or perhaps small events throughout summer. Art show in two days
  - d. Elementary Steering Committee: one interesting candidate declined the position due to salary, two candidates named Nicholas – one will be interviewed virtually tomorrow – Certified, lives in Florida but willing to relocate; phone screening with the other, an AMS-certified candidate tomorrow, lives in Indiana; hiring committee will be Liz, Angie, Rebecca, Russell, MaryJo; we would sponsor a state certification program and they can get a substitute permit for the meantime while getting that certification.
- 6. Administration
  - a. Enrollment Updates: none
  - b. Program Updates: dates getting figured out for PD days and open houses – one before summer to show new families how it is set up during the year; special persons’ day to show off their work/accomplishments
- 7. Public Comment - none

Meeting adjourned @ 8:28 pm

Next Meeting – June 11, 2024 @ 5:30 pm, PMCH Elementary Classroom