

**Minutes from:  
Charlevoix Children's House, Inc.**

**Executive Board Meeting**

*\*Preliminary edition- unapproved*

**Date: Monday, January 12, 2015**

**Time: 6:00 pm**

**Location: Charlevoix Public Library, Armstrong Room**

**Board Members:**

*Present:* Shelley DeYoung, Seth Arnold, Molly Arnold, Jill Kline, Perry Hodgson, Ed Bogart, Kristi Epping, Lindsey Lewis, Saulo Rozendo

*Absent:* Dianne Dreyer

*Others Present:* N/A

**Proceedings:**

- Meeting called to order at 6:14 p.m. by Perry Hodgson
- November's meeting minutes were amended and approved by Vice President, Seth Arnold and seconded by Treasurer, Jill Kline

*I. Treasurer's Report: Jill Kline*

- No Report

*II. President's Report: Shelley DeYoung*

- No Report and has not attended the Charlevoix Public School Board Meeting

*III. Vice President's Report: Seth Arnold*

- No Report and has not attended the Charlevoix Public School Board Meeting

*IV. Directress Report: Molly Arnold, Directress*

- Arnold announced the employee review for Miss Betsy and Miss Andrea is scheduled for Monday, January 19, 2015 and brought up the issue of a wage increase to be voted on by the board. Last year at this time, \$0.50 wage increase was approved by the board bringing their hourly wage to \$10.50 and \$9.50 consecutively. Arnold stated that she has a great support staff and all agreed. Kline reported that the state minimum wage has increased to \$8.15 per hour and after prior talks with President Dianne Dreyer, she had given permission for \$1.00 pay raise in each hourly wage and our budget could support this. Lewis stated that we could apply for grants that could support the staff. Boggart asked if we could support a higher pay raise and Seth Arnold stated that the going rate for teacher aides is \$15.00/hour plus benefits. Perry asked why we are so below the average salary for this position and DeYoung stated it was from the budget years ago when Charlevoix Children's House was self-sufficient. Seth Arnold stated that because of our non-profit status that we should end each year with a zero balance and should be able to afford this increase and



DeYoung said we could use fundraising money from Fright Night to support the wage increase.

- Seth Arnold stated that in the future we should hold a December Board meeting to make these important decisions before January
- Perry motioned \$1.00 pay raise in the hourly wage to teacher aides effective 1/16/15. Seth Arnold and Rozendo seconded the motion
- Arnold announced the Open House will be in March and the date has not yet been set by Charlevoix Public School

*V. Committee Reports:*

**Building, Maintenance & Playground Committee:** Chair: Seth Arnold

- Arnold addressed the new doors were installed over Winter Break and stayed on the \$1,600.00 budget. The new exterior doors will need to be painted in the spring, which will be an additional cost

**Website & Marketing Committee:** Chair: Saulo Rozendo

- Rozendo announced his progress on Salesforce and the website is ready to use, except Rozendo needs Charlevoix Children's House Tax ID Number and ".org" or ".edu" email address to complete the process. Hodgson volunteered to assist Rozendo with this information and Rozendo will contact Scott May, IT with Charlevoix Public School System, to assist with an email address.
- Rozendo also addressed the progress of his Montessori Affiliation research. It is a three-year process, including registration, applying for credentials, trainings for instructors, progress reports and classroom checklists. Rozendo stated it is a great investment, monetary and time wise. Lewis asked if CCH would be guaranteed this accreditation if we went through all of the listed steps and Rozendo believed the answer was yes. DeYoung asked if Arnold would still have to go through all of the stated trainings even though she already has a Montessori accreditation and Rozendo said she would. Arnold stated this wouldn't be a good fit right now because she is focused on finishing her Master's Degree. Rozendo stated that classes begin in August in Lansing and are created to have a minimum standard to the Montessori Method. Kline expressed the concern of investing in this program could increase our already high tuition rates for this area. DeYoung stated the more information the better and could be useful for future growth of CCH. Arnold stated that the "Montessori" name cannot be trademarked and Charlevoix Children's House uses AMS materials from when we had an AMS directress. Hodgson stated this is great information to have for expansion down the road. Arnold also stated the effect of being affiliated with public school system and how it conflicts with the Montessori Method and the example of the Leelanau Montessori Public School System and offer Great Start for their preschool program.
- Rozendo stated that CCH needs to be more visible in community events for promotion purposes. Ideas brainstormed where we could represent Charlevoix Children's House are Kids Day at Venetian Festival, Taste of Charlevoix, Parades, Petunia Planting and Tree Lighting Ceremony. Rozendo delegated to Epping, Social and Volunteer Chair, to organize the next event.

- Arnold suggested updating CCH's pamphlet to distribute at these events

**Fundraising Committee:** Chair: Perry Hodgson

- Hodgson announced Dreyer received an end of year donation of \$500.00 from Luther and Mary Kurtz

**Policies Committee:** Chair: Shelley DeYoung

- No Report

**Scholarship Committee:** Chair: Dianne Dreyer

- No Report

**Grants Committee:** Chair: Lindsey Lewis

- Lewis asked the BOD where we would like to focus on for applying for grants and stated that majority of deadlines are February 28-end of April, 2015.

- Suggested ideas for grants to include building a new outdoor shed, playground phase two, landscaping, water station and sensory exploration, underground sprinklers, raised garden for fall harvest vegetables, interior lighting improvements, covered entrance, expansion of program to another building, expand nature path to include field guide and updated technology to include web cam

**Social and Volunteer Committee:** Chair: Kristi Epping

- No Report, but will research community activities to involve Charlevoix Children's House families and email out possibilities. Next Community event is the Ground Hog Day Shadow Fest February 6-8

VI. *New Business:*

VII. *Old Business:*

VIII. *Public Comment*

IX. *Announcements:* **Next meeting will be February 9, 2015 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room**

- Meeting adjourned at 7:49 p.m by Shelly DeYoung.
- Minutes submitted by Secretary, Kristi Epping.