

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

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, March 9, 2015

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Shelley DeYoung, Seth Arnold, Molly Arnold, Perry Hodgson, Ed Bogart, Kristi Epping, Lindsay Lewis, Saulo Rozendo

Absent: Dianne Dreyer, Jill Kline

Others Present: N/A

Proceedings:

- Meeting called to order at 6:12 p.m. by Seth Arnold
- February's meeting minutes were amended and approved by Vice President, Seth Arnold and seconded by Perry Hodgson

I. Treasurer's Report: Jill Kline

- No Report

II. President's Report: Shelley DeYoung

- No Report

III. Vice President's Report: Seth Arnold

- Arnold requested more detailed financial statements in order to make better decisions for CCH. We need to know exactly how much it costs to run our school each year and to end at a zero balance. Arnold stated it is difficult to make a decision about a tuition increase if we don't have exact numbers, but assumes to increase with the increase in the cost of living. Hodgson asked to include Fright Night fundraising money in our budget and suggested working with Kline and Dreyer to create a more detailed budget. Arnold suggested following a similar system of the public school system and have a budget meeting in May and June 2015. DeYoung also stated wanting to make more informed financial decisions and said we have been going off of what has been done in previous years and as new board members enter it can bring new ideas. Arnold volunteered to reach out to Kline and Dreyer to create a more detailed budget.

IV. Directress Report: Molly Arnold, Directress

- Arnold announced the Open House will be in Friday, April 24, 2015 and proposed to close school on this day. Arnold stated that the open house can be distracting for the students and difficult for Arnold to juggle both students and visitors. Arnold asked to follow the



example of kindergarden round up and close for the day. Seth Arnold approved the motion and Hodgson seconded the motion.

- Arnold asked the board of directors if we need to increase tuition for the 2015-2016 school year in order to have up-to-date materials for the Open House. Arnold stated that there was a tuition increase two years ago. The board discussed and researched the tuition of competitor preschool programs in the area. Compared to St. Mary's, Bright Beginnings and Montessori Children's House, it was decided that CCH's tuition rates were competitive. DeYoung stated the cost of living has increased by 1.7% based on the latest figures from Consumer Price Index and suggested a tuition increase based on this figure. Hodgson made a motion to propose an increase in tuition by 2%, not including after-school care. Lewis seconded the motion.

- Arnold also stated we need to update the scholarship deadline for the paperwork distributed at the Open House. Seth Arnold motioned to Fall scholarship forms are due June 1, 2015 and awarded on June 15, 2015 and Winter scholarship forms are due December 1, 2015 and awarded on December 15, 2015. Hodgson seconded the motion

- Arnold presented the Great Start Readiness Program and if it would be a fit for CCH. Arnold stated that CCH meets some of the requirements, but would have to adjust our Montessori curriculum. Seth Arnold stated it may compromise our current program. Arnold wanted to present this to the BOD and the consensus was it wasn't a good fit.

- Arnold also met with Muir, representing Concord Boyne Academy, and she stated a partnership with CCH most likely won't happen in the near future. Concord Boyne Academy isn't in a state that could handle an expansion because of their student enrollment being under what was projected.

V. Committee Reports:

Building, Maintenance & Playground Committee: Chair: Seth Arnold

- Arnold stated the furnace needed repair and parent Linda Theissen was able to temporarily replace the igniter. Arnold purchased the correct part for \$100.65 to fully repair the furnace and traded child-care cost with Theissen for her work.

- DeYoung asked Molly Arnold if snow removal was going well and Arnold responded it was going great

Website & Marketing Committee: Chair: Saulo Rozendo

- Rozendo requested Shelby's contact information to update the website. Seth Arnold offered to send Rozendo the log-in credentials and Hodgson forwarded Shelby's information.

- Rozendo presented a marketing plan to gain more full-day, five-day students for CCH through American Montessori Society accreditation. Rozendo presented a three-step plan to obtain AMS status. Step one includes essay, registration fee, tuition, AMS fee, materials and travel expenses for an academic phase of seven weeks and one academic year self-directed in a Montessori School. Step two includes AMS Full Membership that includes management tools, online school directory and magazine, AMS webinars and continuous education and discounts for Montessori materials. Step three is to apply for AMS Accreditation that starts after one-year of full membership and comes with costs and criteria. DeYoung asked Arnold if she was interested in participating in this program and

Arnold stated it doesn't fit for her right now. DeYoung stated this is a program we could invest in the future if we expand our program.

Fundraising Committee: Chair: Perry Hodgson

- No Report

Policies Committee: Chair: Shelley DeYoung

- No Report

Scholarship Committee: Chair: Dianne Dreyer

- No Report

Grants Committee: Chair: Lindsey Lewis

- Lewis will pursue Frey Foundation grants with a letter of inquiry and they award monies four times per year

Social and Volunteer Committee: Chair: Kristi Epping

- Jurassic Jam event coming up 3/14/15 at the Charlevoix Public Library and have 44 people that have RSVP. Epping and Lewis will provide refreshments and Rozendo offered to help with taking photos of the event

VI. New Business:

VII. Old Business:

- Lewis created a survey for our April BOD meeting and was approved. Arnold will add to CCH newsletter and Lewis will email the link separately to CCH families
- Epping researched salaries for Montessori Director position and the average MI is \$39,000 and national average is \$38,611 and national average for teacher aide position is \$10.25 per hour.

VIII. Public Comment

IX. Announcements: **Next meeting will be April 13, 2015 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room**

- Meeting adjourned at 7:54 p.m by Seth Arnold
- Minutes submitted by Secretary, Kristi Epping.