

Walden Green Montessori Parent Teacher Organization Minutes of Regular Meeting September 27, 2022, 6:00 pm

Meeting Information:

A regular meeting of the Walden Green Montessori (WGM) Parent Teacher Organization (PTO) was held on Tuesday, September 27, 2022, at Walden Green Montessori.

The meeting was called to order by Bethany at 6:00 pm.

Board members present at roll call were Bethany Selleck (President), Mark Roessing (School Director), Michele Semlow (Secretary), Megan Needham (Vice-President), Jeanette Kulkarni, Renee Kohley, Justin Richards, Lynsey Zona, and Melissa Slorf.

Apologies received from Dani Billmeier (Treasurer), and Amber Rose Therese.

Quorum was established.

Bethany presided over the meeting and Michele kept the minutes.

Approval of the Agenda:

Bethany presented the agenda for the meeting and motioned to approve the agenda as presented. Megan seconded; all present board members were in favor.

Approval of the Minutes from 8/8/22 meeting:

Bethany motioned to approve the minutes; Renee seconded. All present board members were in favor.

President's Report: Bethany has a goal to streamline the information on the google drive this year and has been working to streamline all files and to update the PTO tab of the website (PTO events for the year and minutes and contact information for PTO members). A welcome email has been sent to all families with a list of planned PTO events for the year and the first WAT letter has been sent to families. A second letter will be sent soon.

Treasurer's Report: Bethany provided the treasure's report in Dani's absence. Current bank balance is \$12,053.20. There have been three transactions since the August meetings:

- Amazon Smiles Deposit made on 9/1/22 in the amount of \$101.43
- American Atheltix was paid \$9,466.00 for the deposit towards the Parcour Play Structure
- Thank-you cards were purchased from Amazon to be used to thank a list of auction donors and sponsors (exact amount not known at time of meeting)

Dani will be following up with the Grand Haven Area Community Foundation about the paperwork for the grant disbursement. This paperwork is typically completed in late October/early November.

Dani has not yet received any request for field trip support funds from WG staff.

Secretary Report: Michele will complete the SUG for WAT support and get to April by the end of the week for distribution.

Directors Report: Mark reports the following:

- ODC science camp had a great turn out this summer
- Back to School Picnic was cancelled due to weather
- Cycle 1 kick off has occurred and the year is off to a great start for students and staff
- 10/3 – 10/6 K-8 NWEA Growth Assessments
- Wednesday, October 5th student count day
- Friday, October 14th WGM Walk-A-Thon Fundraiser (8:45-10:30am)
- Fall Break Thursday October 20th – Friday October 21st
- Friday, October 28th 6th Grade Living Wax Museum (9:45-11:15am)
- Friday, November 4th WG Family Breakfast

Ongoing Business

Auction Wrap-Up –

- Thank-you cards need to be sent to businesses who donated. Megan will compile a list of donors and distribute for assistance in completing thank you cards.
- Deposit for play structure has been made. Bethany reports an estimated 12 weeks for delivery. Mark is flexible on install date, depending on when contractor is available. Goal is to have installed by first day of school 2023.

New Business

Walden Green Walk-A-Thon – Jeanette has conformed with Arboreal Inn for the use of their parking lot. Melissa will check with her daughter about photographing the event and relay her commitment to Renee. Michele will send out the SUG to April by 10/1/22. Bethany needs to secure the apple and cider donation from local apple orchard. Bethany will reach out to PTO if help is needed with pick up. Mark will put the WAT donation link into the Walden Weekly for easy access to families.

Winter Fun Night – Lynsey provided an update on her efforts to secure a location for this event. She has left messages with the YMCA in Grand Haven but has not hear back. Spring Lake Aquatic Center is not hosting groups. Renee has a connection at the YMCA and will follow up on this. Also discussed were a high ropes course in Zeeland, roller skating at Jumping Jupiter, ice skating at the indoor ice rink in Muskegon and bowling at Sherman Lanes. Lynsey will follow up on this information and report back to the group in October.

After School Clubs: Renee has reached out to parents that had expressed an interest in years past. She has not yet had any parents commit to lead an after-school club. Renee will send another email to parents to gauge interest in leading a group. Justin indicated he would be interested in leading a shop/building program for students.

Justin asked about new signage for the school that could be put in the pickup/drop off line for parents to be reminded of upcoming events. Mark was not opposed to this idea if the signage aligned with the ethos of the school. Justin will look into this further.

Renee was presented with a gift from Bethany and Megan for her years of service as president with the WG PTO.

Next scheduled meeting is 10/25/22 at 6:00 pm at Walden Green.

Meeting adjourned by Bethany at 7:11 pm, Michele seconded.

Walden Green Montessori Parent Teacher Organization Minutes of Regular Meeting August 8th, 2022, 12:45 pm

Meeting Information:

A regular meeting of the Walden Green Montessori (WGM) Parent Teacher Organization (PTO) was held on Monday, August 8th, 2022 at Walden Green Montessori.

The meeting was called to order by Bethany at 12:53 pm.

Board members present at roll call were Bethany Selleck (President), Mark Roessing (School Director), Michele Semlow (Secretary), Dani Billmeier (Treasurer), Megan Needham (Vice-President), Jeanette Kulkarni, Amber Rose Therese, Renee Kohley, and Lynsey Zona.

Apologies received from Brenna Wearn who is out of town for the summer. No apology was received from Justin Richards.

Contact sheet for all members to update was circulated.

Quorum was established.

Bethany presided over the meeting and Michele kept the minutes.

Approval of the Agenda:

Bethany presented the agenda for the meeting and motioned to approve the agenda as presented. Megan seconded; all present board members were in favor.

Approval of the Minutes from 6/28/22 meeting:

Bethany motioned to approve the minutes; Dani seconded. All present board members were in favor.

President's Report: Bethany has a goal to streamline the information on the google drive this year. If a member has an interest in a future officer roll, shadowing opportunities are encouraged.

Treasurer's Report: Current balance is \$21,481.91. Dani will email budget after meeting as it was just finalized at officers meeting. Auction proceeds of \$9537.72 will be going towards the new outdoor play structure, \$1000.00 will go to field trip support, and \$1443.89 will go towards the new play structure as well.

WAT – filed trip support

Grand Haven Community Foundations - \$800.00 for after school clubs

Winter Fundraise – after school clubs

Book Fair – summer reading and giveaways

Spring Auction – 2nd phase of play structure

Secretary Report: Michele has sent SUG to April for distribution to families for teacher breakfast, car line support, and watermelons for back-to-school picnic.

Directors Report: WG has 100% retention of lead teachers for upcoming school year. Y5's through 3rd grade and 7th-8th grade is full for enrollment, 4th-5th grade is a smaller group and Mark plans to keep it

that way. There is a new pay scale for staff, K-3 teachers received literacy curriculum instruction last week, 2nd and 5th grades have received new tables and chairs, Tonya has completed her Montessori training in July, Mosaic will be providing onsite counseling, and the WG mortgage was refinanced in July and the mortgage will be paid off in 10 years.

Looking ahead to a new play structure in 2023 and celebrating the 40th anniversary of WGM in 2023.

Ongoing Business

Auction Wrap-Up –

- Auction VIP parking spot needs sign. Renee and Bethany will take on the tasks of ordering sign and installing in car line.
- Parkour 4 play structure has been decided on for new play structure in Spring 2023.
- Auction update with funds raised and play equipment being purchased will be shared with families. Bethany will compose email to be shared with families and compose a Facebook post with PTO achievements for last year and goals for upcoming year.
- Thank-you cards need to be sent to businesses who donated. Megan will compile a list of donors and distribute for assistance in completing thank you cards.

New Business

Annual Events & Activities Planning Document: completed and attached with members interested in assisting with planning.

Back to School Picnic: Michele will send SUG asking for 10 watermelons to be donated and brought to the picnic (sliced). This takes the work off the PTO to purchase, slice, and transport 10 watermelons to the picnic.

After School Clubs: Parent volunteers needed. Question was raised if its possible to merge Girls on the Run and Total Trek with other local schools. Discussion was had about sending an email to parents letting them know about the resources available at the school to lead after school clubs.

Next scheduled meeting is 9/27/22 at 6:00 pm at Walden Green.

Meeting adjourned by Bethany at 2:59 pm.

Walden Green Montessori Parent Teacher Organization Minutes of Regular Meeting June 28th, 2022, 6:00pm @WGM

Meeting Information:

A regular meeting of the Walden Green Montessori (WGM) Parent Teacher Organization (PTO) was held on Tuesday, June 28th, 2022, at Walden Green Montessori.

The meeting was called to order by Renee at 6:00pm.

Board members present at roll call were Renee Kohley (President), Mark Roessing (School Director), Michele Semlow, Jeanette Kulkarni, Amber Rose Therese, Bethany Selleck, Megan Needham (Vice-President), Brenna Wearn, & Lynsey Zona.

Apologies received from Dani Billmeier (Treasurer) who had a prior commitment and Justin Richards who is out of town. Sarah VanBronkhorst sent an email notifying she will not be joining the board as the family will not be attending WG in the fall.

Quorum was established.

Renee presided over the meeting and Michele kept the minutes.

Approval of the Agenda:

Renee presented the agenda for the meeting and motioned to approve the agenda as presented. Bethany seconded; all present board members were in favor.

Approval of the Minutes from 5/31/22 meeting:

Renee motioned to approve the minutes; Michele seconded. All present board members were in favor.

President's Report:

Renee facilitated introductions for all new and current members. Renee emailed WG PTO bylaws to all new members prior to the meeting. Renee reviewed guidelines for meeting attendance and the policy to send an apology for absence if needed. The meetings for the 2022/2023 school meeting are on the school calendar that was sent out to parents by April. All members agreed with the scheduled dates. All present board members were in favor.

Treasurer's Report:

Checking account balance as of 6/28/22 is \$21,066.61. This balance will be what we make our budget off for the 2022-2023 school year. Field trip funds (\$941.85) left over from 2021-2022 school year will be reallocated to the general fund. Renee motions to move 941.85 of remaining field trip funds to the general funds. Megan seconds. All present board members in favor

Secretary Report:

PTO email and login info will be provided to Michele by Renee so the PTO email can be monitored for activity.

Auction Update:

- Bethany met with Mark, Justin, and Landscape Design Services (LDS) at the school to look at the layout of the ground. Discussion was had about a sledding hill in the winter and the location for a climbing structure.
- PTO does not currently have enough funds to cover the cost of the 50% deposit to reserve at the current price. The anticipated cost is \$30,000 and the 2022 auction generated \$9,000. Mark suggested waiting one more year to raise funds before committing to a particular piece of equipment. Mark has budgeted for Walden Green to contribute \$12,000 to the play structure. The earliest the structure could be installed is spring 2023. Bethany will follow up with Justin about additional quotes and Mark requested that a complete quote with break down of cost be provided to him.
- It was suggested that it would have been helpful to have a photo of the desired play structure at the action for families to see where the funds were going.
- Suggested to possibly flip the auction and Walk-A-Thon (WAT) with the auction in the fall and WAT in the spring.
- Suggestion to move the classroom projects for bidding to the Celebration of the Arts.
- Majority enjoyed the family style event and that it matches the ethos and vision of WG.
- Megan suggested a bake sale next year and bringing capstone students onboard to assist with games and possibly school store.

School Director's Report:

- Enrollment for 2022/2023 is 241.
- Every lead teacher has signed an intent to return in the fall.
- Sara Visker has been hired for 6th, 7th, 8th teacher and Jamie Stinson has been hired as the 4th-8th intervention teacher.
- End of the school year was busy with Celebration of the Arts 6/2, Spring Concert 6/3, Moving Up Day 6/6, Talent Show 6/8 and 8th Grad Graduation 6/9. Summer reading program is going on now and STEM summer camp with ODC will be held 7/25 – 8/11.
- End of year NWA testing, goal is to be at or above 50%. WG math scores were at 50.5 and reading scores were at 51.5. Mark is pleased with these scores.
- No expulsions or criminal incidents occurred during 2021/2022 school year.

Ongoing Business:

- Teacher professional development breakfast – Sign up genius will be sent out. Michele has offered to assist Renee with the signup genius for the upcoming school year.
- Back to School Picnic (scheduled for 8/25 with supply drop off before) – need 2 people to volunteer to organize this event.
- 1st week Car Line Support – Sign up genius will be sent out.
- Email will be sent out by Michele for dish/snack sign up for August PTO meeting.
- Before the August meeting, Bethany will send a complete event list to all members for review and sign up.

Nominating Committee:

- Renee motions to approve Bethany Selleck as the WG PTO president for the 2022/2023 school year. Amber seconds.
- Renee motions to approve Megan Needham as the WG PTO vice president for the 2022/2023 school year. Bethany seconds.

- Renee motions to approve Dani Billmeier as the WG PTO treasurer for the 2022/2023 school year. Megan seconds.
- Renee motions to approve Michele Semlow as the WG PTO secretary for the 2022/2023 school year. Bethany seconds.

Renee motioned to adjourn the meeting at 7:12pm. Amber seconds.

Next meeting will be held August 8th at Walden Green. Officers meeting with Mark from 12:00-12:45 and board members meeting from 1:00 – 3:00.

Walden Green Montessori Parent Teacher Organization Minutes of Regular Meeting May 31st, 2022, 6:00pm @WGM

Meeting Information:

A regular meeting of the Walden Green Montessori (WGM) Parent Teacher Organization (PTO) was held on Tuesday, May 31st, 2022, at Walden Green Montessori.

The meeting was called to order by Renee at 6:02pm.

Board members present at roll call were Renee Kohley (President), Mark Roessing (School Director), Dani Billmeier (Treasurer), Kylie Symons, Michele Semlow, Jeanette Kulkarni, Amber Rose Therese, and Justin Richards.

Apologies received from Jessica Durkee who was absent due to family commitments, Megan Needham (Vice President), and Bethany Selleck who are both sick.

Quorum was established.

Renee presided over the meeting and Michele kept the minutes.

Approval of the Agenda:

Renee presented the agenda for the meeting and motioned to approve the agenda as presented. Kylie seconded; all present board members were in favor.

Approval of the Minutes from 4/26/22 meeting:

Renee motioned to approve the minutes; Dani seconded.

President's Report: Renee thanked the PTO for the charter bus for the middle school Mackinaw Trip. She reports that the trip was comfortable and pleasant for all that attended. Renee has nothing else to report.

Treasurer's Report:

- PTO checking account balance as of 5/31/22 is \$21,434.51 (includes auction funds).
- Field trip info has not changed much. Michelle and Jessica's 2nd/3rd grade class will be going to John Ball Park Zoo next week, cost will be \$350.00. Christina and Tonya's 4th/5th grade class utilized \$350.00 of field trip funds for the Impression Museum on their Lansing field trip.
- After school is out, remaining field trip money will be rolled into next years budget. Dani will update this amount at the June meeting.
- No new purchases from the Peace Corner fund. \$245.65 is remaining in this fund. Dani motioned to move the remaining \$245.65 from the peace corner funds to the general fund except for \$75.00, which will be used to purchase a gift card for Jennifer Palicow for her assistance with the peace garden. Renee seconds this motion, all in favor.
- 2022 Family Auction, total money raised has not yet been solidified due an auction item (pellet stove) not yet being paid for. As of now, the total raised is \$9237.72. Expenses for the auction were \$674.91 (raffle license, balloon guy, gift basket supplies, mason jars, etc.). 50/50 raffle,

\$700 in tickets were sold. Natalie Carver won the raffle (\$350.00), PTO profited \$350.00. Will revisit this in the future to see if this is worth doing again. Renee asked for comparison of usual expenses when the auction was held at Portobello, Dani will look into this request and bring information to the next meeting for further discussion. Kylie suggested a google survey to parents asking for their feedback on the for pros/cons of auction.

Secretary Report: Nothing new to report.

School Director's Report:

- Mark reports the remaining weeks of school are busy with many events: Celebration of the Arts, spring concert, moving up day, final all school sing, progress reports, talent show, 8th grade graduation, and last day of school at Coast Guard Park. Summer events include SOAR (summer of awesome reading), and summer science camp with ODC.
- A new capstone teacher has been hired after months of searching. Sarah has years of teaching experience in various settings. Mark has known Sarah for the last 15 years and is thrilled to have her joining the team. Sarah has three college aged children and has been a foster parent. Sarah is finishing up her master's degree and has accepted the position.
- New 4th – 8th grade interventionist has been hired.

Nominating Committee:

Kylie motions for Justin Richards to join the Walden Green PTO for the 2022-20223 school year, Renee seconds, all in favor.

Kylie motions for Amber Rose Terese to join the Walden Green PTO for the 2022-20223 school year, Dani seconds, all in favor.

Kylie motions for Sarah VanBronkhorst to join the Walden Green PTO for the 2022-20223 school year, Renee seconds, all in favor.

Kylie motions for Brenna Wren to join the Walden Green PTO for the 2022-20223 school year, Dani seconds, all in favor.

Kylie motions for Lyndsi Zona to join the Walden Green PTO for the 2022-20223 school year, Renee seconds, all in favor.

Kylie and Renee will notify all new members via text or phone of being approved.

Ongoing Business:

Auction follow up will be discussed at the June meeting. Kylie will not be present for that meeting and suggested having items for the children to purchase at future auctions if it stays a family event. Possible school store opportunities in the future.

Reimbursing Dani for printing expenses for the auction and during 2021-2022 school year was discussed. Renee motioned to reimburse Dani \$100.00 for printing expenses, Kylie seconded, all in favor.

Ongoing upkeep for the peace garden during the summer months was discussed. Further conversation will be had about this at the June 27, 2022, meeting.

Renee Motioned to adjourn the meeting at 6:40 pm.

Next meeting will be held 6/28/22 at 6:00 pm at Walden Green.

Walden Green Montessori Parent Teacher Organization Minutes of Regular Meeting April 26th, 2022, 6:00pm @WGM

Meeting Information:

A regular meeting of the Walden Green Montessori (WGM) Parent Teacher Organization (PTO) was held on Tuesday, April 26th, 2022, at Walden Green Montessori.

The meeting was called to order by Renee at 6:00pm.

Board members present at roll call were Renee Kohley (President), Megan Needham (Vice President), Mark Roessing (School Director), Dani Billmeier (Treasurer), Kylie Symons, Michele Semlow, Bethany Selleck, Jeanette Kulkarni, Amber (WG parent), and Justin (WG parent).

Apologies received from Jessica Durkee who was absent due to family commitments. Renee reports that Jessica will fulfill her commitments for the remainder of the year doing back-end auction work and Michele will keep minutes for the remainder of the year.

Quorum was established.

Renee presided over the meeting and Michele kept the minutes.

Approval of the Agenda:

Renee presented the agenda for the meeting and motioned to approve the agenda as presented.

Bethany seconded; all present board members were in favor.

Approval of the Minutes from 3/29/22 meeting:

Renee motioned to approve the minutes; Megan seconded.

President's Report: Renee sent out a food preference/allergy survey to the teachers in preparation for teacher appreciation week. Renee completed the Sign-Up Genius for teacher appreciation week as well, and these have been sent out to parents for sign up. The teachers have also been made aware of the week's schedule; Thank you card station, breakfast, juice bar, recess take over and a Mexican luncheon.

Treasurer's Report: Dani emailed an updated treasurer report to all members with updated field trip and Peace Corner reimbursement amounts. Any remaining funds from the Peace Corner will be re-allocated to the Peace Garden. The checking account balance as of 4/26/22 is \$14,707.27. One check has been issued in the past month: \$50.00 for the 50/50 auction raffle license. Conversation was had about reimbursing Dani for the cost of printing for the gaming license application. Dani will submit a receipt for her ink purchase and the PTO will reimburse. Conversation was also had about a small reimbursement to Jennifer Palicow for her design of the Peace Garden. Dani will see if there are funds to re-allocate for this and update at the next meeting.

Secretary Report: Nothing new to report.

School Director's Report: Enrollment for next year is currently at 230. Y5's – 3rd grade is full. 4th grade has openings. Enrollment lottery was last Wednesday, and the projected enrollment for the 2022-2023 school year is 245. There are waitlists for Y5's through 3rd grade. Upcoming events are Market Day, Spirit Week, Capstone on the Coast, Teacher Appreciation Week, Family Breakfast, and the WG Family Auction. MSTEP Spring Assessments are starting this week and NWA testing is in late May. Teachers are now

facilitating outdoor ed with their classroom one day a week and one day a week is facilitated by Ms. Liz. ODC continues to visit the school 1-2 times per month. WG is hosting a STEM Summer Camp with the ODC July 25th, 2022 – August 9th, 2022, this will be open to children from other schools as well. After school LEEP program has started, Celebration of the Arts is scheduled for the week after Memorial Day, and the last day of school will be held at Coast Guard Park.

Ongoing Business:

Interview committee (Renee & Kylie): Four people have been interviewed: Amber Rose Therese, Justin Richards, Lynsey Zona, and Sara VanBronkhorst. A description of each applicant was provided. Each applicant was recommended to join the board. Conversation was also had about Brenna Wearn rejoining the board as the Wearn children will be back at WG next year. It was decided that Brenna would not need to be reinterviewed.

Kylie will be stepping down from the board next year. Jessica's term ends this year and she and will not be renewing. Renee's term is also ending, and she will not be renewing her term as president but is still interested in staying on the board. Bethany has expressed interest in the president position. Voting for new members and new terms will be voted on at the May 2022 meeting. Officers will be voted on at the June meeting.

Auction (Megan): Ms. Ranice is going to do a craft with the kids, and she needs sticks. Wand or staff size, sticks can be dropped off at the school. Bethany has made a flyer for the auction that will be put up around the school for family breakfast. Jessica & Jeanette are willing to assist with printing (1 per family). A volunteer is needed for the live auction, Justin may have an option for this position. Discussion was had about creating a sign-up genius for volunteers for the auction. Gift basket donations should be brought to the school the week before the auction.

Outdoor Spaces (Mark): Mark provided an update on the bids for outdoor spaces. Landscape Design Services has provided the best price for a climbing structure so far. Mark would like to see how much is raised at the auction and then look at the school and PTO budgets to see if a partnership can be made to decide how to proceed with the new outdoor spaces.

Next Meeting/Announcements:

- 5/31/22 General Meeting, 6:00pm at Walden Green
- 6/28/22 General Meeting, 6:00pm at Walden Green
- 8/8/22 Officers Meeting with Mark, 12:00 – 12:35, location TBD
- 8/8/22 General Meeting, 12:45pm – 3:00pm, location TBD

Adjournment

Renee motioned to adjourn the meeting at 7:15pm. Megan seconded. All present Board Directors were in favor.

**Walden Green Montessori
Parent Teacher Organization
Minutes of Regular Meeting
March 29, 2022, 6:00pm @WGM**

Meeting Information:

A regular meeting of the Walden Green Montessori (WGM) Parent Teacher Organization (PTO) was held on Tuesday, March 29 22, 2022, at Walden Green Montessori.

The meeting was called to order by Renee at 5:59pm.

Board members present at roll call were Renee Kohley (President), Megan Needham (Vice President), Mark Roessing (School Director), Michele Semlow, Bethany Selleck, Jeanette Kulkarni, Amber (WG parent), Shay and Justin (WG parent).

Apologies received from Jessica Durkee who was absent due to family commitments, Dani Billmeier (Treasurer), and Kylie Symons who were both absent due to family illness. Renee reports that Jessica will fulfill her commitments for the remainder of the year doing back-end auction work and Michele will keep minutes for the remainder of the year.

Quorum was established.

Renee presided over the meeting and Michele kept the minutes.

Approval of the Agenda:

Renee presented the agenda for the meeting and Megan motioned to approve the agenda as presented. Jeanette seconded; all present board members were in favor.

Approve of the Minutes of the Previous meeting:

Renee referenced the minutes of the last WGM PTO Regular Meeting held February 22nd, 2022, which were previously emailed to all board members. Renee motioned that the minutes of the regular meeting held February 22nd, 2022, be approved as presented; Megan seconded, and all board members present were in favor.

President's Report:

Coast Guard Kids Parade, time to sign up if there is an interest. Walden Green has not participated for a few years. Renee feels it is important to be a visible presence in the community and to have a strong Walden Green presence if we do participate. Mark supports Walden Green participation in this event if it is organized and supports the values, mission, and holistic approach of the school. Megan will find the deadline to sign up for the event. Other options discussed were being a sponsor of the Coast Guard run with the WG logo on a t-shirt.

Treasurer's Report: Dani emailed the YTD P&L report and the treasurer report. Members were asked to review and let Dani know if you have any questions. Current bank balance as of 3/29/22 is \$15,033.54.

Updated Field Trip Support Amounts:

WAT 2021 (\$2,311) and Budget Allocation (\$2,400) for Field Trip Support = \$4,711

Natalie Y5 (Allowed amount \$400) - \$367.50 has been used
 \$96 - Robinette's Orchard
 \$76.50 - Post Farm
 \$105 - GRPM
 \$90 - FMG for butterflies
Junie & April K/1 (Allowed amount \$800)
 \$245.50 - Post Farm
Michelle & Jessica 2/3 (Allowed amount \$800)
 \$418 - Winter Sports Complex
4/5th Grade (Allowed amount \$800) (will be used for Lansing trip)
6th Grade (Allowed amount \$950)
7/8th Grade (Allowed amount \$961)
 \$1,911.00 - Middle school combined their amounts to pay for the bus to Mackinaw

Peace Corner Purchases Reimbursed:

Christina \$148.73
April \$137.98
Tanya \$125.87
Beth \$150.00
Junie \$28.62
Jessica \$150.00
Natalie \$149.52
Michelle \$143.87

Junie has been notified of having funds to spend yet and indicated she would make her purchases soon. Dani spoke to her Friday, March 25.

6th Grade Unused \$150.00 – Mark indicates this money can be reallocated as it will not be used during this school year.

Conversations was had about reminding WG parents to use Amazon Smile, which is a simple and easy way to donate to WG PTO.

Grand Haven Community Foundation funds of \$904 are to be used for after school programs. Conversation was had to allocate this money to the LEEP program that Jessica and Michelle will be leading.

Secretary's Report: Kylie has been checking the PTO email box and responding only to emails regarding PTO interviews, nothing new to report.

School Director's Report: Upcoming events – spring break, new special education and speech pathologist teachers will be starting after spring break, spirit week and market day for WG 4th grade students. Mark has received one bid from the ODC for the amphitheater and feels that due to costs (\$20,000 - \$30,000), we should consider directing our auction proceeds to other outdoor spaces (9-square, natural playscapes, etc.). Bethany has connections to an arborist for play areas.

Ongoing Business:

Book Fair - \$1500 was earned in free books. Books were ordered for future after school clubs, each teacher also received books on their wish list and some books were saved for giveaways for SOAR challenge.

After School Programs – Renee or Megan will send a specific email to parents gauging interest on specific after school programs that materials are available for and inquire if parents may have an interest in leading.

Nominating Committee – Kylie has completed two interviews, Renee and Bethany completing two more on 4/15/22. Kylie will report candidates to the WGPTO at the April meeting and voting will occur at the May WGPTO meeting.

Auction – Scheduled for 5/14/22. Focus is on providing a family event and increasing community. Megan asked permission to utilize operating expense funds to reserve activities (balloon art, face painters, 50/50 raffle). Megan will send a list of past donors to WGPTO members for review. Conversation was held about classroom projects, teacher experiences, and possible gift baskets for auction/raffle.

3/31/22 Bethany emailed WGPTO members asking to utilize \$500 from the operating expense for auction related expenses for the 5/14/22 spring auction. Renee motioned to approve this request, Megan seconded, all other members agreed.

Teacher Appreciation Week – 5/2 – 5/6 Renee, Michele, & Bethany willing to work on this.

Family Breakfast – 5/6

Next Meeting/Announcements:

The next regular meeting of the WGM PTO Board is scheduled for Tuesday, April 26th, 2022, at 6:00pm at Walden Green Montessori school in the Great Room.

Adjournment:

Renee motioned to adjourn the meeting at 7:20pm. Megan seconded. All present Board Directors were in favor.

**Walden Green Montessori
Parent Teacher Organization
Minutes of Regular Meeting
February 22, 2022, 6:00pm @WGM**

Meeting Information:

A regular meeting of the Walden Green Montessori (WGM) Parent Teacher Organization (PTO) was held on Tuesday, February 22, 2022, at Walden Green Montessori.

The meeting was called to order by Renee at 6:00pm.

Board members present at roll call were Renee Kohley (President), Megan Needham (Vice President), Dani Billmeier (Treasurer) Mark Roessing (School Director), Michele Semlow, Kylie Symons, Bethany Selleck, Jeanette Kulkarni.

An apology was received from Jessica Durkee who was absent. Jessica hopes to be back next month.

Quorum was established.

Renee presided over the meeting and Michele kept the minutes.

Approval of the Agenda:

Renee presented the agenda for the meeting and motioned to approve the agenda as presented. Dani seconded; all present board members were in favor.

Approve of the Minutes of the Previous meeting:

Renee referenced the minutes of the last WGM PTO Regular Meeting held January 25th, 2022, which were previously emailed to all board members. Megan motioned that the minutes of the regular meeting held January 25th, 2022, be approved as presented; Renee seconded, and all board members present were in favor.

President's Report: Renee is collecting donations for support of Jessica's family if you feel led to donate. Jessica has decided that she will not be serving as secretary next year and is willing to train any interested members in serving in this role.

Treasurer's Report: Dani emailed the YTD P&L report and the treasurer report. Members were asked to review and let Dani know if you have any questions. Current bank balance as of 2/22/22 is \$17,723.23. There are two outstanding checks that have not yet cleared QuickBooks - ICademy (Spanish 1 program) \$750.00, and Holiday Coach Company (6th, 7th, 8th field trip) \$1911.00.

Updated Field Trip Support Amounts:

Natalie Y5 (Allowed amount \$400) - \$277.40 has been used

\$96 - Robinette's Orchard

\$76.50 - Post Farm

\$105 - GRPM

Junie & April K/1 (Allowed amount \$800)

\$245.50 - Post Farm

Michelle & Jessica 2/3 (Allowed amount \$800)

\$418 - Winter Sports Complex

4/5th Grade (Allowed amount \$800)

6th Grade (Allowed amount \$950)

7/8th Grade (Allowed amount \$961)

\$1,911.00 - Middle school combined their amounts to pay for the bus to Mackinaw

Peace Corner Purchases: Each teacher allowed \$150.00. Discussion about reallocation of the unused funds to be used by spring break.

Peace Corner Purchases Reimbursed:

Christina \$148.73

Tanya \$125.87

Beth \$150.00

Junie \$28.62

Jessica \$150.00

Natalie \$149.52

Michelle \$143.87

—— \$153.39 leftover Funds

No Peace Corner Purchases Made:

April k/1 Unused \$150.00

6th Grade Unused \$150.00

Secretary's Report: Jessica is absent, nothing to report.

School Director's Report: Upcoming events - Usborne book fair (week of 3/7), spring conferences (3/17 & 3/18), 5th grade capstone orientation (3/9), new family open houses in February and March, and the 4/20/22 enrollment lottery.

Mark reports that a 6-month nationwide search for a special education teacher has been successful. The new teacher is currently residing in the Upper Peninsula and will start her position with WG after spring break.

Ongoing Business:

Nominating Committee - Renee desires to step away from the president role when her term expires at the end of this year. Renee is willing to stay on the board as a member and giving her time. Renee believes this role should not be filled with a brand-new member. If anyone has an interest, please reach out to Renee.

Megan is willing to stay on the board as vice-president again or to serve as a general member if there is a member interested in the vice-president position.

Dani is willing to stay on the board as treasurer and is willing to train another interested member that may want to step into this role in the next couple of years for a seamless transition.

Kylee reports there have been three emails to the PTO mailbox showing an interest in joining the PTO. Kylee has let the individuals know that interviews will be completed in April. Kylee

asked about the format of interviews (in person or virtual) and if time slots will be offered. Kylee asked about interview questions that she found on the google drive. Renee discussed changing the current format from two interviews to one interview. Renee suggested Kylee go through the current questions and chose the most relevant questions and add any additional questions she feels are needed. Kylee will schedule interviews that work for her schedule, Renee will join the interview as well.

Book Fair - info has been sent to parents in an email and in the Walden Weekly. Lisa is all set and does not need any additional help but if PTO members want to stop by to help for short periods of time, all are welcome. Teacher Wishlist's have been sent to the teachers by Mark.

Conference Meals - scheduled for 3/17 and 3/18. Renee will create a sign-up genius. A sign up will go out in an email this week.

Annual Montessori Conference – Beth and Liz are being sent to Nashville to the 7-day conference.

Auction – All members are in favor of changing the venue to WG and doing an inside/outside event if weather allows. Portobello is willing to hold our previous \$150.00 deposit for another year. All members are in favor of changing the date to allow for warmer weather. Discussion was had about having a food truck at the event. 5/21/22 was decided as the new date. Megan, Jeanette, & Bethany are meeting on Monday (2/28) to discuss further details of the auction. All are welcome to attend. Megan will let the group know of future meeting dates/times as well.

Next Meeting/Announcements:

The next regular meeting of the WGM PTO Board is scheduled for Tuesday, March 29th, 2022, at 6:00pm at Walden Green Montessori school in the Great Room.

Adjournment:

Renee motioned to adjourn the meeting at 6:52pm. Megan seconded. All present Board Directors were in favor.

Walden Green Montessori Parent Teacher Organizations Minutes of Regular Meeting January 25, 2022

Meeting Information:

A regular meeting of the Walden Green Montessori (WGM) Parent Teacher Organization (PTO) was held on Tuesday, January 25th, 2022, at Walden Green Montessori.

The meeting was called to order by Renee at 6:01pm.

Board Directors present at roll call were Renee Kohley (President), Megan Needham (Vice President), Mark Roessing (School Director), Michele Semlow, Kylie Symons, Bethany Selleck and Sara (student parent).

Apologies were received from Jessica Durkee who was absent due to a sick child, Danielle Billmeier who was absent due to sickness and Jeanette Kulkarni who had a family schedule conflict.

Quorum was established.

Renee presided over the meeting and Michele kept the minutes.

Approval of the Agenda:

Renee presented the agenda for the meeting and motioned to approve the agenda as presented. Bethany seconded; all present board directors were in favor.

Approve of the Minutes of the Previous meeting:

Renee referenced the minutes of the last WGM PTO Regular Meeting held December 7th, 2021, which were previously emailed to all board directors. Renee motioned that the minutes of the Regular Meeting held December 7, 2021, be approved as presented; Bethany seconded, and all board directors present were in favor.

President's Report: Renee had no information to report.

Treasurer's Report: Dani will send her report when she is feeling better, hoping to send them later this week.

Secretary's Report: Jessica sent an email indicating that she has been contacted by one new parent who is interested in being on the PTO. Renee will get info and follow up with the parent. Renee will write up a blurb for the WG Weekly and for April to email to parents indicating open seats for next year. Discussion about open PTO seats next year and term limits. Will need to have flexibility with all three positions expiring at the same time.

Jessica also indicates emails were received from Amazon Smile

School Director's Report: In February students will be completing NWA mid-year testing and assessments. WG will take the data in stride given all the disruptions that teachers and students have faced over the last year (virtual learning, quarantines, and sickness). WG will take the date that they find meaningful.

- Count Day 2/9/22
- Mid-Winter Break 2/17/22 and 2/18/22
- New Family Open House in person 2/23/22 and 3/23/22

Outdoor Education is continuing with a home-grown approach with Liz leading activities and Mark leading the education component. Mark is working with the Outdoor Discovery Center to come to WG 1-2 times per month for animal visits. Renee asked if PTO could assist with cost for ODC, Mark indicates at this time this is not necessary. The Outdoor Education position is still posted on the WG website, and they would fill the position if the right fit was found.

Mark is continuing to get quotes for the possible construction of the amphitheater.

Ongoing Business:

Family Fun Night – Winter Sports Complex is scheduled for February 17, 2022. There is no discount available to WG families but a desired time for families to attend (11:00am – 3:00pm) was discussed for families to come at that time. Bethany suggested setting up a spot by the bonfire for WG families to meet up. Renee will get information to Mark and April to send out to families. A post will also be made on social media.

Nominating Committee – There are open board positions to be filled for next year. Jessica would like to stay on the board as a volunteer but does not wish to commit to another term as treasurer. Renee has not yet decided about committing to another term. Renee encourages others to step into the role of president. PTO email should be the email provided to potentially interested members. Kylie will check the PTO mailbox for emails from interested individuals. Potential new PTO members would need to be interviewed by April 2022.

Usborne Book Fair – currently planned for March 7th – 11th. This project needs a new lead. Dani is willing to take the lead and Bethany is willing to assist. Mark would like to meet with Lisa from Usborne to discuss her need for space and content selection. Mark indicated best times for the sale would be 8:15am–8:45am, 12:00pm– 1:00pm, or 3:00pm-3:45pm. Bethany will facilitate Lisa coming to the school to meet with Mark.

GHACF Grant - was signed and sent in. Nothing further to report from Dani.

New Business:

Auction Planning – The auction is currently scheduled at Portobello's on 4/29/22, a \$150 deposit has been made. Renee discussed concerns with holding/cancelling the auction. There are different comfort levels for everyone in the community and fears of not enough people attending the auction to make it worthwhile for the planning that goes into generating the desired profit. Discussed the need to rethink what the auction looks like and assuring we are being considerate of everyone's comfort level. Do we need to scale back this year or hold off another year? Mark expressed concerns of spreading PTO

members and school staff too thin if the auction is forced. Holding the auction in Portobellos outdoor space was discussed as was holding a smaller scale event at Walden Green in the meadow or the pavilion and changing to a family style event for children to attend with parents. Discussed continuing with classroom projects and teacher experiences as well as the ability to donate through Venmo. Possible May date was discussed at WG. Megan will speak with Portobellos about holding our existing deposit for another year.

Next Meeting/Announcements:

The next regular meeting of the WGM PTO Board is scheduled for Tuesday, February 22, 2022, at 6:00pm at Walden Green Montessori school in the Great Room.

Adjournment:

Renee motioned to adjourn the meeting at 6:56pm. Megan seconded. All present Board Directors were in favor.