

**PETOSKEY MONTESSORI CHILDREN'S HOUSE BOARD MEETING MINUTES**  
**OCTOBER 8, 2024 | Secretary: Chelsea Benson**

**IN ATTENDANCE: JESSI, RUSSELL, ANGIE (remote), ALI, CHELSEA, MIRANDA, NICKY (remote)**

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5:35PM – CALL MEETING TO ORDER

5:36 – JESSI WILL START A GROUP CHAT (PHONE) FOR BOARD MEMBERS

5:38 – REVIEW AGENDA. AGENDA APPROVED. MEETING MINUTES APPROVED FROM LAST MEETING

5:39 – INTO TO ALLY. 33+ YEARS IN EDUCATION AND EXCITED TO JOIN THE PMCH FAMILY

5:41 – WELCOME RUSSELL TO THE BOARD. HIS @PMCH EMAIL WILL BE SET UP IN THE NEXT WEEK BY JESSI

5:42 – UPDATE ABOUT RESTITUTION

- HISTORY: 3 YEARS AGO PMCH STAFF DISCOVERED PRIOR ADMIN HAD BEEN EMBEZZLING FUNDS FROM PMCH. OVER \$100K WAS LOST.
- Initial restitution of \$32k has been recouped, have not received payments for the additional \$110k balance.
- In addition to embezzlement, she also failed to pay payroll taxes and we are appealing the fines and penalties with the IRS (all back taxes have been paid). Next follow up with the IRS is 10/31.

5:45 – GSRP: DISCUSSION AND VOTE

- WHAT IS GSRP? The Great Start Readiness Program (GSRP) is a free, state-funded preschool program in Michigan for eligible four-year-olds. The program's goal is to help children develop school readiness skills and prepare them for kindergarten.
- WHY DO WE WANT TO BRING GSRP TO PMCH?
  - Enrollment has declined for the September 2024 school year due to children moving from PMCH to other programs that have GSRP funding available.
  - GSRP would allow us to recruit new four year olds with the incentive of a tuition-free model. We may also be able to extend this cost savings to our current four year olds (up to 10 children may receive GSRP funding and we have room for three more four year olds in our Primary classroom).
  - GSRP pays PMCH apx \$50 more than the standard tuition that we charge families.
- WHAT WOULD A GSRP PROGRAM LOOK LIKE AT PMCH?

- 5 day per week program. We will participate in full-day program with aftercare. We must provide breakfast and lunch for every child who receives GSRP funding. The breakfast would be acquired at our cost. We will be getting lunches catered / provided by Harbor Spring Public Schools. (\*Note lunches and breakfast will also be available for non-GRSP 3 and 5 year old students as optional for a \$5 per meal fee. GSRP children would not pay for breakfast or lunch.)
- The GSRP program at PMCH would be an extension of the free Pre-K for all program. Montessori is an approved GSRP curriculum and GSRP has stated that they are excited to have a Montessori Pre-K option to offer students/parents.
- The Primary room maxes out at 20 students. Currently PMCH has 15 Primary students enrolled. **We are looking to add THREE FOUR YEAR OLDS and TWO THREE YEAR OLDS to the Primary Class.**

5:53 – Board votes to approve or deny implementation of GSRP  
6 IN ROOM VOTE YES. 0 VOTE NO.

5:57 – COMMITTEE UPDATES:

FACILITIES (ANGIE): Fall clean up is happening this Saturday 10/12. Parent volunteers will bring garden equipment and we have volunteers to haul brush away from the garden, as well.

FINANCE (NIKKI): Nikki has applied to four new grants to cover YCC2.

1. GREAT LAKES ENERGY PEOPLE'S FUND
2. FRANCIS R. DEWING FOUNDATION
3. FREY FOUNDATION
4. PETOSKEY / HARBOR SPRINGS COMMUNITY FOUNDATION

If we receive all four grants the total amount awarded to PMCH would be approximately \$40,000. These funds would be used to make changes to the elementary classroom so that PRIMARY class could be moved into the larger elementary classroom learning space.

If the grants are received, the ideal scenario would be to have the Primary Classroom moved into the Elementary room by January or February of 2025.

As part of the initiative to move Primary into the elementary classroom the following needs to happen:

- A major bathroom update needs to be implemented. A second bathroom would need to be constructed and the original bathroom would need fixtures replaced. Specifically, the bathroom needs to be "toddlerized" with smaller toilets / sinks. PMCH has been in contact with a contractor to get a quote for this job. Once the board heard back from the contractor, PMCH will have a better idea re: turnaround time for the bathroom updates, as well as financial investment required to get the work done.

- It is still unknown whether the STOVE will need to be moved out of the Kitchen in the elementary classroom. When Sharon from MYLEAP will come in to inspect the room, she will let PMCH know if the stove can stay. FOR NOW THIS MYLEAP INSPECTION IS ON HOLD. PMCH would like to get the bathroom updates, and the HEALTH INSPECTION complete before Sharon (MYLEAP) comes to do the pre-licensing inspection. (*\*It should be noted that PMCH has reached out to Sharon from MyLeap as a precursory communication but PMCH has not heard back from her*)

**BUDGET PLANNING:** Jessi to put together a financial projection that outlines anticipated total startup costs for GSRP-ready larger classroom by OCTOBER 18, 2024. This projection will include contractor estimates.

6:05 – SOCIAL COMMITTEE: PMCH is hosting a Community Strengthening event for PMCH parents next week on WED OCTOBER 16 from 6:30 – 8:30 at GYPSY FARMS in Petoskey.

6:06 -- ENROLLMENT (JESSI): Jessi has been working in Bright Wheel to clean up and streamline the admissions process / paperwork. There are currently **many** children on the toddler waiting list\_(18 months – 2 year wait). **We would like to add three four year olds to balance out our Primary room.**

6:11 – To support enrollment marketing, Miranda will draft up some social media posts to advertise our new free-to-qualified-parents GSRP program. Social media posts will go live on PMCH social channels and parents and staff will be encouraged to share on their personal social media channels.

6:12 – Jessi and Nikki will track down the ENROLLING NOW banner that PMCH used at the July 4 parade so that the banner can be hung in the front of the school. The board discussed whether we would like to purchase additional banners or yard signs. A motion to purchase was not set forth, but Miranda let us know that she believes the cost for a 3-foot by 2-foot banner is about \$160 and the cost for yard signs would be about \$60 each through MITCHELL GRAPHICS if we ever decide that we need to purchase additional signage to market enrollment.

6:16 – GENERAL FEEDBACK / NOTES

The board has a high-level conversation about who is responsible for cleaning the classroom facilities. At this time cleaning is being done by teaching staff as part of their daily duties. It's been noted to circle back to this conversation in Q4 as we continue to solidify our 2025 budget. If possible, hiring a cleaning agency to come in once per month to "deep clean" would be an ideal add-on for next year.

6:21 – Meeting adjourned