

## **PMCH Board Meeting | NOVEMBER 19, 2024**

In attendance: Miranda (virtual), Jessi, Chelsea, Russell, Angie (virtual), Anna (virtual)

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5:37 - Meeting called to order

5:38 - Meeting agenda approved (Russell - first / Chelsea - Second)

Approve previous meeting minutes - (Lauren - first / Chelsea - Second)

### **5:39 - GSRP UPDATES**

1) Jessie had a meeting with CharEm to discuss how to get funding for GSRP We need to meet with our bookkeeper to discuss the best way to keep track of our Primary Class costs so that we can submit an excel spreadsheet, as well as invoices BiWeekly to GSRP for reimbursement for eligible expenses.

*\*A percentage of Primary spending will be billed to GSRP and they will reimburse us up to the max limit of our allocation (\$1250k per student, per year, max)*

Its eligible for GSRP reimbursement:

- Supplies
- Caretaker salaries and benefits
- Food Costs

\*Per head for eligible enrolled GSRP students only

Currently all of the classroom funds go into one “bucket.” A new system needs to be put into place so that we are able to break down how costs are attributed more specifically so that we can keep track of funds that are specifically going toward Primary / GSRP students.

2) PMCH will be receiving a \$25K grant from the GSRP program by end of week (11/22). This is grant money that is provided to all new GSRP programs as “start up” funding. This money can be used for facility costs to benefit the program (Water heater, bathroom, etc). As of this meeting, PMCH is not sure what those funds will be applied to; there are several options to be discussed again in December once we better understand how long it will take to start construction on the new YCC2 bathroom.

**The last day for children to join PMCH as a GSRP funded student is FEB 19.**

**5:48pm: YCC2 Discussion**

- The current Elementary building will be transformed into a YCC2 classroom, and later transitioned into the PRIMARY classroom and YCC2 children will be moved into the current Primary classroom. The YCC2 classroom will be an older toddler room (under 4 - no GSRP funding)

a. The YCC2 class will start in the Elementary building Older toddlers start in here (30 months - 2.5 - 3.5)

- We need to start YCC2 in the Elementary room because the current licensing for this classroom can only accommodate 15 kids due to there only being one bathroom
- Once the new (second) bathroom is installed in the Elementary classroom, we will swap rooms (Primary will move to the Elementary room and YCC2 will move to the current Primary classroom).
- The goal is to have the Primary classroom moved into the Elementary room by the end of summer. **\*THIS IS A TENTATIVE TIMELINE\***

*\*The reason for moving Primary into the Elementary classroom is because the Primary room is bigger and a better space for the older children.*

- We would like to use the \$25K in GSRP start-up funding money for the new (second) bathroom installation in the Elementary classroom.
- **Launch of new YCC2 program will depend on if the Classroom is licenseable as it is according to Sharon (our licensing consultant provided by the state of MI.)**

a. Questions for Sharon:

- What **exactly** needs to happen in the classroom to get licensed?
- Is a child-sized bathroom required, or just two bathrooms?
- Do we just need to confirm the size of the space to confirm enrollment max for the age group (**she has been clear that she needs to measure the classroom**)

**ACTION:** Ally will reach out to Sharon to set up a meeting to discuss exactly what we need to have in place prior to enrolling new students

- We would like to get the room licensed and the classroom filled before completing the bathroom if that is acceptable to Sharon / state licensure (because it may take a while for us to get the architect and contractor into the Elementary room to begin the construction.)

- Jessi and Nicky have started a task list to determine what needs to be done prior to enrolling new students in the YCC2 program:

1. Job posting - (1) LEAD / Intend to move up internal staff to fill this position 2. Who will be determining / establishing the curriculum for the new YCC2 program? 3. Need to clean out Elementary Classroom to get new room set up for YCC2 / Primary

- Get parent volunteers and dumpster on-site in December / January
- For now we will leave it open ended; parents can come in during work hours to take whatever they want. Parents can volunteer to take items to the thrift store or to toss things into dumpsters.
- We do not want to open it up to the public as a “free pile” – need to be aware of mitigating the “we’re closing” public press

Possible: Earlier closure at end of summer to get new bathroom installed in Summer 2025

#### **6:09 - YCC SHADE STRUCTURE INSTALLATION**

- The Sail Shade has been ordered for the YCC playground (behind Elementary building). Should be installed in the Spring. Contractor will come in and install the shade in **DECEMBER** if possible (assuming weather stays good / not frozen)

#### **6:10 - PTO POLICY APPROVAL - SPECIFIC TO HOURLY EMPLOYEES**

**New Policy:** Effective immediately, PTO for hourly employees will be granted on a FIRST COME FIRST SERVE basis. If Leads need PTO they need to request the PTO to **Ally** via Brightwheel (select PAID or UNPAID time off). Ally will manage approval or denial of all requests. PTO is not guaranteed.

Putting one person in charge of managing the new PTO policy will streamline the process. All PTO approvals will go through Ally. She will approve / deny all requests.

**NEW >> HOURLY EMPLOYEES: PTO will not carry over, will pay-out at end of year.**

**SALARY EMPLOYEES:** Salary employees are on contract. Jessi and Nicky will discuss rollover and payout for salary employees

All board members were given a handout of the new PTO policy to review (2 pages)

**MOTION TO APPROVE: MIRANDA / JESSI SECONDS**

All in favor: Lauren, Chelsea, Nicky, Ally, Russell, Shiloh

## **6:18 FINANCIAL REPORTING**

### **6:18 - Finance - Restitution Update**

PMCH continues to receive restitution payments from the former delinquent employee who embezzled thousands of dollars and failed to file tax paperwork to the IRS for several years. This former employee has been prosecuted and will be paying off the cost incurred due to her embezzlement (\$110,000) @ \$750 / month indefinitely.

PMCH has paid back to the IRS all of the back-owed taxes, but the IRS is claiming that ~\$36,000 is still owed to the government for failure to file fees, and interest on those fees.

PMCH is working to get these Failure to File fees abated (*lessen, reduced, or removed*)

Jessi has filed the abatement request on behalf of PMCH. The Abatement Request was rejected by the IRS. Jessi wrote back to appeal the abatement denial and the appeal was denied because we did not include the original letters the IRS sent to PMCH showing the IRS' abatement rejection.

Jessi is working to re-submit the abatement appeal with the required documentation.

### **6:22 Finance: Updates about Grants**

GRANT: PETOSKEY / HARBOR SPRINGS COMMUNITY FOUNDATION - we should know if PMCH will be receiving this grant by the end of the week (11/22)

#### **PENDING:**

1. GREAT LAKES ENERGY PEOPLE'S FUND
2. FRANCIS R. DEWING FOUNDATION
3. FREY 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.

**PMCH will know by the beginning of December 2024 which grants are going to get paid into us.**

As noted above, \$25K GSRP new-program grant will be delivered to PMCH by the end of week (11/22). *\*This \$40K total allocation above does not include the \$25K GSRP new-program grant*

## **6:25 - FUNDRAISING UPDATE**

Miranda has not made any movement on her end. The PMCH Board will discuss 2025 plans for fundraising in more depth at the December board meeting.

#### **6:27 - ENROLLMENT**

1) CURRENT PRIMARY ENROLLMENT: 14 children in Primary currently - We expect to fill an additional 3 spots with new children in Q4 or early Q1 (two three year olds and one four year old. They have come to tour the facility two times)

- **PMCH still has 2 openings in Primary for GSRP-eligible four year olds** - Chelsea created "FREE PRE-K" GSRP marketing fliers to be hung in Petoskey and surrounding areas. Fliers have been put into packets of 10. Ally will reach out to parents via BrightWheel to see if there are any local residence that would like to take a packet to hang fliers in their community.

- Alanson
- Pellston
- Boyne City / Boyne Falls
- *Harbor Springs (Chelsea)*
- *Petoskey (Shiloh)*
- Indian River and Tinachopee
- Wolverine
- Charlevoix

#### **6:40 - Waitlist application review**

Jessi has been going through the application waitlist. Some individuals have been on the waitlist for a couple of years. It would be a good idea for us to reach out to parents that are on the waitlist to keep them engaged.

**6:41 pm – Meeting adjourned**