

PMCH Board BOARD OF TRUSTEES Meeting | JAN 14, 2025

5:30 - 7PM EST. Location: Petoskey Public Library and Virtual (Zoom)

In attendance: VIRTUAL: Morgan, Ashley, Anna, Miranda

IN PERSON: Chelsea, Russell, Shiloh,

NOT PRESENT: Nicky

5:34pm: Meeting called to order

Meeting agenda approved - Chelsea, Angie

Meeting minutes approved

Financial

1. Variance Report, Cash Position - Jessi
 - Fiscal year to date \$20k negative
 - IRIS and OCTAVIUS - two new children enrolled in Primary (3 open spots still)

2. IRS Penalty Update
 - Working with Stabenaw's office; Slotkin's office does not have Stabenaw's case files so Jessi is having to do a lot of back and forth to get our request for abatement moved forward.
 - Jessi received a notice of intent to cease your property or rights to property. \$11k is due due 30 days from yesterday (1/13) (due date: Wednesday Feb 12)
 - Jessi will call the IRS to see what our options are. Can we get on a payment plan? Before the change to Slotkin's office the IRS was willing to work with us to put this hold on this. With the office change they are not caught up on the backstory of our case so the requests for payment have started coming again.
 - The TAXES are completely paid off – we just owe on the penalties. We did not pay this off because we've been requesting abatement for this for the last 2 years.

5:50pm - Committee Updates

Maintenance Committee - Angie

- One window in the Nido needs a new handle. It's in progress with a contractor. Ally is working 1:1 with the contractor.

- YCC bathroom has been remodeled with the child-size toilets and lowered sinks.
 - GSRP grant will cover the bathroom costs
 - Nicky will submit paperwork to show proof that we used the funding for the bathroom remodel
 - Contractor will invoice us (he has not yet sent us an invoice)
- ANGIE: A bathroom extension in the YCC2 room would make it possible for the elementary room to potentially become the Primary room. Contractor is going to draw up some details for free and then he will work with a builder from there.

Fundraising/Annual Giving Campaign

Alumni Contact Update

- Alumni outreach is very important to kick-off to get more funds in play
 - Miranda would like a list of names from Russell so that she can get a jump on this project. Russell has 20+ years of contacts from his tenure. Miranda has a list of individuals who are currently attending, but needs names of previous parents. Laurel may also be a contact.
 - Is there a local publication that we can get something printed in?
 - Ally and Miranda to attend the CWIB Luncheon (Petoskey Chamber)
 - Discussed Tier 1, Tier 2, Tier 3 lead generation communication (tiers are based on potential amount they could contribute. IE: Tier 1 = \$100, Tier 3 = \$10,000 etc)
 - Options to send and Email; physical Letter
 - Chelsea and Miranda to have a meeting in January to move this forward

Action: Miranda to contact Russell 1:1 to get his list of contacts (previous parents and previous school alumni / stakeholders)

- Other ideas:
 - Spring Art Walk Planning?
 - Can we put on a kid-friendly 5K?
 - There is a new contact who owns the Petoskey Brewery; could we hold an event there without a lot of overhead?
 - **Based on her experience in the fundraising world, Miranda suggests that we put all of our effort into alumni outreach rather than trying to put on an open-to-the-public event with an admission price**

Community Outreach Committee – Library Time

- Discussed at a high level the idea of “Montessori Mondays” – Playgroup type monthly get-together to introduce Montessori concepts to the community with a playgroup type

environment and a parent learning element. Chelsea will talk to MaryJo about this.

- FEB 4 – Event at PMCH for MaryJo and Russell to discuss how the Primary class works and Kindergarten elementary with families at the school.

Social Committee - Anna

- Reaching out to Morgan to see if Social Committee can help with Winter Social event
- Winter Social Date: Jan 25
- Anna will send out a committee reminder: Jen Murphy, Rachel B., Natalie and Anna

Administration - Enrollment Updates – Ali/Jessi

- Ally has been doing a tour every day with new prospective families! Great prospects
- YCC and Nido have the most children on the waiting list
 - Aiming for 10 new students to have a full Nido, Full YCC and full YCC2
- We have not added any new GSRP students since implementation November 1, 2025, but GSRP program puts us in a good place to keep many of the three year olds for a four-year-old year (rather than losing those children to other competing GSRP programs)
- FEB 4 – Event at PMCH for MaryJo and Russell to discuss how the Primary class works and Kindergarten elementary with families at the school.
- Feasibility Study
 - Angie will follow-up on this so that we can talk about this next week

6:21 - Public Comment

(Please keep tone respectful and limit time to 3 minutes per person)

- We need to apply for IMPACT 100 grant – Task for Nicky.
Due March 1. Potential for Miranda to work with Nicky on that task.

6:23pm - BOT Closed Session

PMCH Background Check Policy Update – Nicky (Notes) – Tabled {Nicky not in attendance}

Montessori Assistant Training - Russell – Tabled {Russell not in attendance}

Closed Session – Staffing Discussion

- Discussed YCC2 Lead Candidate interviews with internal staff: Sam and Morgan