

PMCH Board BOARD OF TRUSTEES Meeting | MAY 13, 2025

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

In attendance: VIRTUAL: M Chelsea, Anna

IN PERSON: Miranda, Angie, Jessie, Ali, Russell, Nicky

5:35pm: Meeting called to order

Meeting agenda approved - Ali, Angie

Meeting minutes approved - Miranda and Jessi

5:30 - UPCOMING EVENTS

- Family picnic on June 11 (new last day of school)
- Jessi will send Ali an email with info about the family picnic and EOY schedule so that Ali can inform parents

FATHER'S DAY CELEBRATION?

Quick conversation about potential to potentially happen in June. To be determined; more discussion and planning is required.

5:44 - PLANNING FOR PMCH STORM CLEANUP DAY - Nicky

- All families will be invited to help with PMCH Spring / Storm Cleanup on **Sunday June 1**
- On Saturday May 31 Dan will come with a wood chipper and anyone who can attend will be invited to help
- A large quantity of Mulch for YCC2 playground will be delivered on **Thursday May 15**. The Mulch will come on pallets and will need to be moved manually by parent volunteers down the hill to the YCC2 play area.

5:51 - Fundraising & Event Planning - Miranda

- Update on Annual Fundraising Campaign - May 8 Art Show with Silent Auction
 - **We met our \$10k goal. School raised \$10,355 income, minus \$250 spent.**

Money was raised through ticketed entry + the sale of Local Artwork and merchandise that was donated. The date of the event was **May 8, 2025**.

Potential to have the event at the Terrace Inn next year. Miranda will run the event again in 2026 with learnings from 2025 applied to streamline processes.

- Board would like to send Thank You cards to everyone who donated to Teacher

Appreciation Day gifts to PMCH. Miranda will take the lead on creating these cards.

5:57 - WOMEN WHO CARE SPONSORSHIP UPDATE - *Miranda*

- The “Women Who Care” philanthropy group of ~100 women in Michigan who support 501c3 Charitable Organizations. This group primarily supports non-profit organizations in art and education philanthropy.
- You can only get a donation from this group if you have a member of the group bring you to the table as a candidate; Miranda is a member of the group, so she will present PMCH as a candidate to be sponsored by the Group. We will get 80-100 individual checks from the women in this group; **about \$8k - \$10k.**
- JUNE 2 REPRESENTATIVE FROM PMCH WILL MAKE A PRESENTATION TO THE GROUP TO REQUEST SPONSORSHIP. Miranda will be our PMCH representative.
 - The presentation needs to include: How much do we want donated from the group; When will we spend it; how will the money be spent; why is this money important to PMCH or the children; what is the total number of clients/children served by this organization; number of volunteer opportunities that PMCH offers to the community
 - BOT would emphasize why / how a Montessori education prepares children to be strong, whole-body community champions. Reference the PMCH mission and values. Montessori education will build better citizens
 - Number one financial need: BOT could propose that the money provided 10 teacher training scholarships to pay for PMCH assistants to receive online training (about \$1000 per individual)
 - This money could help PMCH rebuild the school’s foundation / legacy. “*We are working on getting back to a point of thriving but we need this support to move to the next level*”
 - PMCH will have 48 MONTHS from when money is received to spend the money. There is no required documentation to submit to show how we spent the money, but Miranda will keep the group updated so that The Women know how their money contributed to the community.
- ANNUAL GIVING CAMPAIGN LARGE DONOR / ALUMNI UPDATE: *Miranda*
 - Miranda was able to collect a large number of new email addresses to the “potential donor” list through May Art Show ticket sales. Contact list includes about 600 people.
 - Miranda and Russell are going to work together to set up a MailChimp account and get the **first round of Annual Giving outreach sent to potential donors**

by JUNE 3. The BOT will discuss the status of the outreach again at the next BOT meeting to be held on June 10, 2025.

- Chelsea drafted an Annual Gift Giving letter for digital and snail-mail distribution. Miranda will use this letter in her June 3 campaign. The digital letter is already on the PMCH Annual Giving Digital GiveButter landing page.
 - *Big picture, Miranda says it takes generally 7 touch points to get someone to make a gift (touch points = website, event, email, letter, in person meeting, etc). The first step to see who we get responses from then schedule meetings for people to come in for tours etc.*

6:11pm - 2025/2025 SCHOOL YEAR NEW STUDENT WELCOME PACKET

- Chelsea to prepare a Welcome Packet to give to Fall incoming students. This packet is relevant to all students (Nido, YCC and Primary). **Digital and printed versions will be created to the document can be given in Thursday Folders AND emailed.**
 - The Welcome Packet will ready for disbursement at the August 2025 PRESCHOOL ROUND-UP that will be attended by any available 2025/2026 school year New Students. This Round-Up will be organized by, and lead by, The Primary Lead Teacher (MaryJo) prior to September start date.
- Chelsea to draft a letter to be given to all PMCH 2025/2026 GSRP-Eligible students **to give them the information they need to know regarding GSRP paperwork** and their tuition responsibilities for the 2025/2026 school year.

GSRP Details:

- Any child who will be FOUR YEARS OLD BEFORE December 1, 2025 is potentially eligible for GSRP funding.
 - Right now we have 10 GSRP seats funded by the state of Michigan (for 2024/2025 school year). We will not know how many seats we will be awarded for the 2025/2026 school year until the **MICH BUDGET is finalized on JUNE 3, 2025**. After the budget is finalized, we will know if we have 10 seats available, or less.
 - If we are awarded 10 GSRP seats, that would cover all of our existing 3 year old students who will be turning four before December 1, 2025.
 - Note that 5 Year olds are not eligible
- Jessi has sent all Primary students an INTENT TO RE-ENROLL FORM to be completed.

6:22 - BOT VOTE ON IMPLEMENTING GROWTH FEASIBILITY COMMITTEE - *Unanimous Yes vote to implement study*

Details: The PMCH Growth Feasibility Committee will consist of qualified members of the Emmet County community, including former board of education president Keith Szajnecki (who

retired from the position in 2020 after serving eight years on the board of education). The PMCH Growth Feasibility Committee will work Pro-Bono.

Members of the PMCH Growth Feasibility Committee will be determined by Mr. Szajnecki collectively with input from the PMCH BOT, and PMCH Admin. The PMCH Growth Feasibility Committee will work together to reach out to leaders within the community to discuss and present what the options are for PMCH expansion - IE: what is the value of the current PMCH school grounds property; which permits would be need to build a new campus; are there legal implications to growing the school; Is it possible, physically and/or financially to build a whole new school; can we buy a new property and move; etc..

In short: PMCH Growth Feasibility Committee What OPTIONS are available to PMCH to grow the school, considering a larger preschool as an option, as well as expansion to include upper-elementary grades as well.

6:25 - FINANCE REPORT & GRANT FUNDING

- Jessi received \$6,300 return back from the IRS as a refund for payments that we made between De 31, 2019 and March 13, 2022 that were applied to penalties and fees that have now been abated, minus \$735 in adjustments
- Petoskey Harbor Foundation for \$15k has not been received yet; we are waiting. Nicky says the PHF funding should be coming into our bank account within three weeks.
- **Current Enrollment / Capacity: Generally good!**
 - Primary has 2 vacant spots, otherwise completely full.
 - YCC2 has 9 children (after Freddy moves up). By September we will have 14 children in the class (15 is capacity)
 - YCC1 currently has 11 student capacity; A LICENSING change in square footage per child went through so we will be able to add one more child to YCC – which would mean 12 students will be our max enrollment for YCC.
- **Updates on GSRP funding that needs to be spent by the end of August:**
 - Nicky met with the designer and asked him to meet with MaryJo to finalize design. Design will be finalized by end of the week.
 - Microwave cabinet; utility cabinet in lieu of one of the 12” wide cabinets on the wall + new deck. We will order the privacy walls for the Primary bathroom from Amazon (Apx \$300-\$500 each; cosmetic update, will not affect any of the Handicap requirements; does not need any permitting or contractor blueprints to implement)
 - Mike will do the labor for us and order the deck materials (new decking, new railings. 10x10 deck)
 - Nicky will work with Mike to determine the timeline for starting construction on the deck. We will start in June after the end of the school year, and will work around the summer school schedule.

- We can “Update” the deck cosmetically (replace boards and rails; add planters, etc) – we can do this work without needing new permits to be pulled. If we tear out the deck and put in a concrete slab (etc) then we need to get a permit pulled, which will slow down the work.
- BOT will have Bill the contractor come back in to discuss the jobs that we want done (bathroom; deck; kitchen) so that we can get started.
- The BOT voted with a majority to move forward with the deck and Primary plans as discussed with MaryJo and outlined above.

6:33pm - Administration Updates - Enrollment Updates – Jessi

- **Summer Enrollment Update**
 - Primary: 19 Kids MWF and 18 TU/THR
 - YCC2 has a new child (NILLE) starting in Summer
 - We have 2 spots open to fill for Summer Scheduled in YCC2 still

6:35pm - CLOSED BOT SESSION | REVIEW OF PRELIMINARY 2025 / 2026 SCHOOL YEAR BUDGET

Meeting adjourned at 6:56pm

Respectfully reported by Chelsea Benson