



Peaslee Board of Directors Agenda

May 8, 2025, 3:30-5:00 p.m., Peaslee Tech Directors Meeting

In Attendance: Shirley Martin-Smith, Bobbie Flory, Bonnie Lowe, Mark Preut, Cindy Yulich, Beverly Victoriano, Rick Hird, Dr. Kevin Kelley, Andrea Chavez, Megan Hill, Brandon Petz, and Katie McCormick

In Attendance via Zoom: Wayne Ricks and Brittany Hall

Not in Attendance: George Crump

The meeting was called to order at 3:31 pm

Megan Hill, Executive Director of Endowment, introduced herself to the board.

1. Approval of March 13, 2025, Minutes/Agenda – Vote
Shirley entertained a motion to approve the minutes and agenda. Bonnie moved to approve the minutes/agenda. The motion was seconded by Bobbie. The motion of the minutes/agenda was unanimously approved.
2. Treasurer's/Finance Committee Report
 - First Quarter 2025 Financials
Brandon and Katie presented the 1st Quarter 2025 Financials. Brandon covered the bank account balances. The checking account balance increased by approximately \$126K since year-end. The increase since year-end is due primarily to \$200K from Douglas County, \$105.5K from the City of Lawrence annual funding, \$90K from Lexington National Insurance Corporation, \$88K from State of Kansas pledges, \$50K from The Ethel & Raymond Rice Foundation, and \$10K from Eudora High. Partially offset by \$239K paid to Emprise for the mortgage payoff, \$50K paid to Cromwell Environmental, \$50K paid to Douglas County Purchased Services, and a \$21K reduction in accounts payable. Accounts receivable is up \$270K due to the estimated Frame grant. Fixed Assets reflected one additional payment of \$100K to Cromwell Environmental for the Solar project. Prepaid insurance is down by about \$3.8K from year-end. It increased by \$2.6K for the Philadelphia insurance payment in March but decreased overall due to the timing of many annual insurance renewal payments made in Q3 of last year. Q1 2025 vs Q1 2024 shows a \$4K increase due to increased premiums overall. Sales of Services revenue is a new account, recording the semi-trailer signage by CEK Insurance, and Plastikon Healthcare. There is a New Services Income line item added last year for P1 Construction bus transportation, with a \$7K increase over Q4. Instructional costs are down \$80K due primarily to a \$31K payment to Education to Go in Q4 2024, a \$10K decrease in instructional materials. Shirley entertained a motion to accept the 1st Quarter 2025 Financials. Bobbie moved to accept the 1st Quarter 2025 Financials. The motion was seconded by Mark. The motion to accept the 1st Quarter 2025 Financials was unanimously approved.
3. Updates/Discussion:
 - Peaslee Promise Update
Kevin and Megan reviewed the Peaslee Promise and the board discussed it.
 - Purpose
 - Scholarships for high school students and low-income Douglas County residents - Career training without debt!
 - Long-term financial stability for Peaslee Tech
 - Goal
 - Total Goal = \$10M
 - Marketing, Communication and Networking
 - Press Releases
 - Campaign Launch (no later than early June)
 - Significant Campaign Contributions

- **Case for Support**
 - A compelling narrative about the endowment fund's purpose and impact
- **Individual Outreach to Prospects, In-person Visits and Tours**
- **Speaking Engagements and Local Media Opportunities (Print/Radio/TV)**
 - Lawrence Business Magazine
 - NPR
 - WIBW
- **Social Media, Email Marketing and Direct Mail**
 - Giving Tuesday
 - Giving for Good
- **Develop Talking Points for Board Members/Ambassadors**
- **Campaign Launch Event**
- **Fundraising Plan that outlines specific strategies for attracting donations (Leadership Gifts (\$100k+), Major Gifts (\$25k+), Planned Giving, etc.)**
 - **Identify prospective donors of all types**
 - Individuals, Businesses/Corporations, Government Partners, Foundations, Civic Organizations, Professional Associations and Unions
 - **Create Gift Table Outlining Prospects and Giving Levels**
 - **Rick Hird - Assist with Planned Giving**
- **Investment, Spending and Usage Policies (in partnership with DCCF)**
 - **Investment Policy - Amend existing Investment Policy to include endowment fund management**
 - **DCCF will manage the endowment fund and ensure diversification of investments across asset classes to mitigate risk and maximize returns, as well as regularly monitor investment performance and make adjustments as needed**
 - **Disbursement Policy - Develop a policy that outlines the amount that Peaslee can withdraw from the fund each year**
 - **This is generally a percentage of the fund's total amount, typically in the 4-5% range**
 - **Usage Policy - Develop a policy that outlines how the fund and its investment income can be used**
 - **Donors may restrict their gifts to the endowment fund to a specific purpose, such as scholarships, funding a particular program, etc.**
 - **Other gifts to the endowment fund may be unrestricted**
- **Governance**
 - **Establish an Ad Hoc Committee to govern the endowment and assist with fundraising efforts**
- **Develop a Stewardship Plan for donor engagement and recognition**
- **Solar Project Update**
Kevin gave an update on the activities. Cromwell is currently working on finishing it up. Once they are completed, Cromwell will schedule the inspections with the City and Evergy. We should see 120-160K in tax credits after it is all said and done. Kevin said we need to generate 300 kilowatts of electricity.
- **Evergy Solar Donation Update**
Kevin said we received a solar system donation from Evergy that used to be on a building they remodeled. We can use it as a ground level solar training center or to charge a battery that can be used as an emergency back-up for the building.
- **Studio Home Design Update**
Charlie Lauts has put a lot of work into developing the very small, but very efficient 250 sq. ft. studio home. The homes are meant for 1-2 people. This project is funded by the FRAME grant. They come



fully furnished and have garage door panels from Amarr as the siding so will be very energy efficient. Trent Santee will assist with site prep and give guidance on building them out. The Lawrence/Douglas County Housing Authority has many accessory dwelling properties that these homes would work well with to continue this partnership in the future.

- Apprenticeship Update
Completed Apprentices:

- 1 apprentice completed the Industrial Maintenance Mechanic apprenticeship from Berry

Apprenticeships Started:

- 3 Apprentices from Ballard Center started the Early Childhood Educator Apprenticeship on 3/26/25
- 7 Apprentices started in the Industrial Maintenance Mechanic apprenticeship on 4/14/25 with 3 from Berry and 4 from Amarr

High School Fall New Pre-Apprenticeships: Enrollments are trickling in, and at this point it appears we have enough to have all the classes except Industrial Maintenance and Manufacturing.

All classes will be M-F 12:45-2:45 for 18 weeks for a total of 180 hours

Begin August 18th and go until December 19th

- Diesel Preventative Maintenance Technician
- Building Trades
- Industrial Machinery Mechanic
- Introduction to Manufacturing
- Aviation

- Grant Update
 - Will be awarded, but a little less than our requested amount of \$270K FRAME grant
 - 4/7/25 Submitted \$200,000 request to the Annual 2026 Douglas County Funding Application
 - Submitted \$15,000 request to the U.S. Bank Foundation Community Possible Grant for RISE
 - Submitted \$10,000 request to DCCF Community Grant for Youth Program tuition

4. Other Business

- Rick Hird gave an update on the city and county commissioners voting on the Joint Resolution for City and County repealing the Joint Resolution previously adopted regarding the selection of Peaslee Tech board members. He indicated once the city passes the county should.
- Wayne asked about a small engine repair class. Kevin said we do not have one because there are no full-time jobs but we could do one with the city's parks and rec department for community education.

5. Executive Session (If needed)

No Executive Session was needed.

6. Adjourn

Shirley entertained a motion to adjourn. Cindy moved to adjourn. The motion was seconded by Wayne. The meeting was adjourned at 4:26 pm.