



Holding Hands Montessori

Proposal Prepared For Good Shepherd Lutheran Church

01/08/2024 - v7

1. Executive Summary:

Holding Hands Montessori (HHM) is a 501(c)(3) nonprofit Spanish-bilingual Montessori preschool program dedicated to empowering children, valuing teachers, and strengthening communities.

Our mission at HHM is to reshape childcare by offering an education that empowers children with the skills, values, and knowledge needed to become responsible and compassionate citizens, while simultaneously prioritizing the well-being and professional growth of our dedicated teachers.

We strive to:

- *Provide a quality education:* We are committed to providing an exceptional Spanish-bilingual Montessori education that fosters a love for learning, critical thinking, and independence in children.
- *Support and develop our teachers:* We value our teachers and ensure they have access to professional development opportunities and career advancement, addressing the issue of underpaid educators.
- *Strengthen the communities we serve:* By offering affordable childcare, we support working families in our community, helping parents pursue their careers while ensuring their children receive a high-quality education.
- *Develop compassionate citizens:* HHM emphasizes values like empathy, kindness, and respect, nurturing children to become compassionate citizens who care for others and their community.

Our preschool program addresses a crucial need in our community, especially in the Spanish-speaking population, which is significantly underserved. By teaching the Spanish language and Latin-American culture, we are actively encouraging diversity and acceptance within our community. Accessible, high-quality early childhood education is essential for children's development and future success. HHM will create two full-time and one part-time positions, and all staff will be CPR & First-Aid certified, with a background in Early Childhood Education. Our hours of operation are expected to be 7:30 am - 5:30 pm.

2. Proposal:

HHM proposes to enter into an initial 3-year lease agreement with GSLC, for approximately 1,160 sf of the lower level of the Sanctuary, with access to approximately 2,000 sf of adjacent outdoor space. We propose the rent for this space be \$1,566/mo (\$1.35/sf/mo), inclusive of basic utilities (internet, electricity, water, trash, and sewer). This is an increase from our previous proposal of \$1.25/sf/mo.

With this lease, we propose that the costs of making the space ready for use be split as follows:

<u>Task Type</u>	<u>Task</u>	<u>GSLC</u>	<u>HHM</u>	<u>Notes</u>
Update	Life Safety	\$1,000.00		– Compliance with fire department walk-through findings.
Install	Hot Water Heater	\$2,000.00		– Reinstall the hot water heater in the sanctuary building.

Remove	Remove Risers	–	\$2,500.00	Remove Risers and patch flooring.
Update	Doors	–	\$6,500.00	Add crash hardware to 2 upper sanctuary doors, repair 2 exterior doors for weather tightness (GSLC), add access controls (HHM). Existing bid of \$3,600 for upper door work.
Repair	Ceiling	\$250.00		– Repair/replace missing or damaged ceiling tiles.
Repair	Bathrooms	\$750.00		– Repair fixtures, shutoff valves, and flooring.
Replace	Classroom Lighting	–	\$3,000.00	13 Fixtures (Ceiling mount 4' long full-spectrum LED)
Install	HVAC	–	\$11,000.00	Mini-Split System (Approximately 18k BTU, 2-4 cooling units.
Paint	Interior paint	–	\$2,000.00	Paint all interior areas.
Install	Playground	–	\$25,000.00	Install 6' wooden fence, play surfaces, and structures.
TOTAL			\$4,000.00	\$50,000.00

We ask that GSLC cover the necessary repairs and code compliance work for the lower level of the Sanctuary. HHM will assume the up-front cost of installation for the mini-split HVAC and self-locking doors that were requested by the GSLC Leadership as a condition of occupancy. The total amount HHMont pays for these specific upgrades will be offset by a partial abatement of base rent until the total is reimbursed to HHM. HHM will cover the remainder of the listed costs to open our doors.

3. Preliminary Project Timeline:

- December 2023:
 - **12/17/2023** - Proposal and Presentation to Church Council - vote to approve motion to present matter at the annual congregational meeting.
 - Refine proposal for the congregation and develop business partnership documents.
- January 2024:
 - Planning and obtaining quotes for lower level refurbishment work.
 - **01/28/2024** Annual congregational meeting to vote on motion to move forward with Sanctuary lower level refurbishment and negotiate a lease agreement with HHM.
- February - May, 2024:
 - Planning for tenant improvements (fenced playground and lower level refurbishments).
 - Sanctuary lower level refurbishment.
- June 2024:
 - Community Care Licensing Application Submission.
 - Fenced playground installation.
 - Fire Clearance Walkthrough.
 - Hire/Train Staff, Classroom Setup.
 - Community Care Licensing Approval.
- August 2024:
 - Welcome our first students to their first day of class.