

Board of Directors July 13, 2015 Meeting Minutes

In Attendance: Maureen Treichel, Jessica Kennedy, Mark Werwie, Katy Kaufman, Jamie Wohlgamuth, Sara Jorgensen, Stacey Neuman, Kristi Torno-Buske, Donna Campanelli, Erin Kernkamp, Sue Carr, Stephanie Ehlers, Jodi Schmitt

Call to Order: Maureen called the meeting at 7pm

Approval of May Minutes: New board members did not receive a copy of May minutes, so they will be reviewed and approved at next the August Board Meeting.

DIRECTOR'S REPORT (Sue Carr): Classes are all full except for the Seahorses which is the T/TH afternoon preschool class. Seahorses currently has 10 kids with 1 on the fence and could use a couple more kids. 10 openings in Toddler Time out of 48 and they all fall on Monday or Friday for the 1st session.

Marketing – We are the nonprofit of the month at Summit Credit Union on Cottage Grove Rd. There is a table with brochures and a book of pictures. Last week Donna, Sue, Cori and Sherri were at the Capitol View Farmers Market and talked to quite a few people. We will be there again on Aug 19th and volunteers are needed. Yard signs are available to put up to advertise the school.

Reminder to all board members that we have mailboxes at the school and that we should check them periodically. The Board of Directors' Confidentiality Policy was handed out to all board members to review and execute.

Still looking to hire a Starfish teacher; however, Hiring Committee hopes to have something for the August report.

Continuing Education – Teachers have a certain number of hours to do each year. For full time teachers it's 25hrs and for part time it's 15hrs. There is a 4K Institute in August sponsored by the Madison School District that Sue and Marcia are attending and Stephanie may also attend one. Marcia is also taking a 3 credit Reading Strategies class this summer. Stephanie is teaching summer school for the Madison School District. Sue is taking a class on Wisconsin Model Early Learning Standards ("WMELS") through the UW-Platteville. Cori is taking 3 correspondence classes through 4C's and Sherri is working her way through the Intro to Childcare Profession course which is required for all people that teach in a preschool.

Director Goals for the year – Sue has a committee with Cori and Stacey exploring the option of 2 year old drop off program for the fall of 2016. Working with Cori N., who is the head of the Garden Committee, to continue to work the outdoor classroom to make it more user-friendly. It was weeded by volunteers and they are looking at putting down rock or mulch. Work with teachers and staff on the WMELS class to restructure and streamline the benchmarks and evaluation portfolio process they have because it's not consistent amongst all classes. Working on a salary scale and exploring other benefits for staff. We added life insurance to this coming year's benefit package for people that work 30hrs or more.

PRESIDENT (Maureen Treichel): We provide food for teachers and staff for their Aug 27th work day. Everyone was asked to volunteer to bring something, should have food there by 11am. We also provide snacks for the teachers' meetings and those should be at the school before 3pm on the day of the staff meeting.

VICE PRESIDENT (Jessica Kennedy): Cori V. hooked us up with a presenter for parent night which is on self-defense. Last year we had positive parenting and nutrition. The year before that was indoor physical play and finances. Summit, which did the financial presentation, is interested in coming back.

TREASURER'S REPORT (Katy Kaufman): Ended fiscal year (June 30) with a surplus of over \$5,000, after paying out year-end bonuses on June 20 to staff, which were approved by the previous board. We

have a very healthy debt-to-equity ratio as well as strong cash flow. Previous Board decided to invest in a new CD. We have a new 10-month CD which will mature in March '16. Katy signed a letter of engagement on behalf of the Board with Wegner CPAs to assist us in preparing and submitting the required 990 to the IRS in the fall.

Decided to have full report only presented quarterly unless an issue comes up that needs to be discussed. Mark and Sue requested copies of the reports in advance of Board Meetings.

Sue brought up the Sunflower fund the school has had for approximately 3 years and have used it on 1 field trip fee and 1 registration fee. Put on agenda for next meeting to discuss using the funds to have our own scholarship fund for the school. Church presently gives 2 partial scholarships and they decide who to give the scholarships to. Recommendation for discussion would be to approach the Church about doing the vetting for the school, should we decide to use funds for scholarships, so we are not involved in the process.

FUNDRAISING COORDINATORS (Sara & Jamie): Survey results showed amount of fundraising seemed right. \$50 buyout option was well received by families and will be an option again this year and we are going to look to make sure to encourage people to use this option. Received check from Snack Taxi for approximately \$110 and nothing from Oliver's Labels yet. Discussed possibly doing a cookbook again. One was done before, but not received as well as they thought. Sue will bring in cookbook at next meeting. Board decided 2 fall fund raisers will be Butterbraids, because it is a successful fundraiser and requires very little work, and Eco-Flower Fundraiser, which is selling of organic bulbs and we would receive 50% of profit of sale.

Fall Clothing Resale will start the same night as the Meet, Greet & Eat which is Oct 9. We will need to put out boxes to collect clothes and it was suggested to do that after the little parent meetings which are Sept 8-10 at 7pm. The Board Members will each introduce themselves at the All School Parent Meeting on Aug 27 at 7pm and Sara and/or Jamie can talk about the Clothing Resale and other fundraisers at that time.

EVENT COORDINATOR (Stacey): Stacey is in charge of the Meet & Greet pizza party Oct 9th.

VOLUNTEER COORDINATOR (Erin): We currently have 3 people for the Aug 25 clean up and we need 12 total. Sue will put it on Facebook, it was suggested if any Board Members have play dates to mention to other parents. Sue will indicate that it fulfills your volunteer duty for this semester so get it done now. The commitment is 2hrs from 6:30-8:30. Donna volunteered to assist with clean up if we did not have enough people. Toddler Time parents are now required to fulfill the volunteer duties and Sue will get Erin a list of those parents' email addresses and we will start with them and posting on Facebook. If we have to, we will go to a direct email to everyone. It was decided the end of year clean up would not be open to 4K parents. In August, Sue will give Erin a list of all the volunteer opportunities and the number of slots needing to be filled. Shape cutting was removed as a volunteer opportunity. There was discussion about making napkin washing a full semester job, but it was decided to keep it at 1x/wk for 2 months for 2 volunteers. Discussion about adding washing mop heads as a volunteer opportunity. Agreed we would add weeding for the playground, garden boxes, and outdoor classroom for the spring sign up. We will use SignUpGenius for parents to be able to sign up for volunteer opportunities and set it to open on a certain date and time.

EQUIPMENT & INVENTORY (Jesse): No Report. Jesse was not present.

PURCHASING (Donna): Donna will purchase brown bags for the take home bags and make sure to have them before the work days in Aug. She prefers communication via email for purchasing requests. She will deliver items once a week when she attends Toddler Time and teachers are to let her know if they have specific brands they prefer.

ADVERTISING (Kristi): Kristi has been carbon copied on emails and she and Sue will meet and then Kristi will take over the handling of advertising.

New Business: None

Meeting Adjourned: 8:07pm

Next Meeting: August 10th