

Board of Directors

July 10, 2017 Meeting Minutes

In Attendance: Maureen Treichel, Jessica Kennedy, Katy Kaufman, Betsy LaMore, Erin Kernkamp, Jodi Schmitt, Jamie Wohlgamuth, Maggie Jakubczak, Mark Penn, Zach Barber

Call to Order: Meeting called at 7:03pm

Approval of May Minutes: Approved with no changes.

DIRECTOR'S REPORT/PRESIDENT (Jessica - Sue was absent):

- Enrollment numbers are Penguins- 15, Seahorses - 6, Dolphins - 18, Manatees - 16, Starfish - 12, TT is full Tues, Wed, Thurs, Fri - Monday is only open day
- Juli and Sue met with Church Board to discuss safety issues. They were very open to our thoughts. We will be changing out and paying for the doorknobs on our classrooms and providing them a key. They will be looking into replacing the locks on the playground side of the building so that we can get in without bungee cords. They will again talk to Lex to be sure that the church side doors are locked when the office is locked. We also signed a lease through December 2018. They also indicated that they continue to look into partnerships in the community but that the overall health of the church is better than a year ago. (having said that, they have cut the part time office assistant).
- Tossed around ideas for the 60th birthday. We decided that we need to talk to Sue/others who were present for the 50th anniversary to get a better idea of what we should do - how big was the 50th? Was it a kids/adults event? Should we ask for donations? We will put together a committee (possibly with past parents/alumni/staff) to come up with a date - maybe late February or March so it doesn't interfere with Spring Fling. Maggie will start the ball rolling and come up with verbiage to encourage people to volunteer. Jess will put this on the August BOD agenda. We should decide at least on a date range and some ideas for the committee ahead of time.
- Plan for teaching professional development days in the fall-full day CPR /First Aid class on Thursday, August 31 (Sue will miss this and will take class elsewhere). We will also be going through the full process of city accreditation this year, so will have a meeting with our accreditor on Wednesday, August 30th.
- Sue is also looking into having some training done by "Imagine a Child's Capacity" about autism and sensory issues in the classroom. The rest of our three days will be spent preparing for the new year.
- 2 market visits have been completed by Jess and Maureen, Dawn and Mark P, and Betsy and Kristi. Have 3 more scheduled-Capitol View-7/12 Erin and Donna. Monona 7/23 9-11 Diana and Donna, 11-3 Patrice and Steph. Capitol View- 8/16 Erin and Kristi
- We have hired Maria to redo our website to make it work well on all platforms. We have a soft deadline of 8/1 and a hard deadline of 8/15 for any changes. Any

suggestions send them to Sue. Paid for out of Fund Balance. We decided to put volunteer duty descriptions on the website - Erin will get them to Sue. We also discussed having a portal on the website for username and password.

- Will try Lake Edge Park for next year's end of year picnics.
- We will add a section to the field trip form about walking or drop off field trips.
- Folders will be put together the first part of August. Anything you want included should be ready to go in the office by August 1.

VICE PRESIDENT (Jamie): Jess will forward last year's survey to Jamie and she will get a survey ready to be sent out to the parents about parent meeting topics. Survey will be sent out in October.

TREASURER'S REPORT (Katy): Katy presented the year end budget. Enrollment was good in 2016/2017. We far exceeded our fundraising goals. We way overspent on the advertising budget (upfront cost of website was in the 16/17 budget) which was expected and put a lot out there to get the word out. Slight deficit in 16/17 - disappointing but not alarming. Lots of expenses were packed into the 16/17 budget vs putting them into the super tight 17/18 budget. Overspent on salaries - likely due to Marcia's job - also did a lot of sub hiring because teachers used their days off. Sue and Katy will take a closer look at salary spending. Decision to dedicate a portion of maturing CD to cover teacher bonuses and invest remainder of CD. Maureen made a motion to take \$2,457.91 of the CD and divide it evenly between the 9 teachers. Maggie seconded the motion. All were in favor and none opposed - motion approved. Betsy made a motion to put the remaining \$18,000 into a 16 month CD with 1.09% interest. Jamie seconded the motion which was approved by the remaining board.

FUNDRAISING (Betsy & Mark): Decision made to do the same fall fundraising as last year. We will only do butter braids in the fall - Betsy will reach out and make sure that people understand this is the one time of year they will be available. Jamie will help with Willy St co-op gift cards. Olivers Labels will remain the same. Eco flower bulbs raised \$29 last year - will try again this year but keep parents better informed with info in their brown bags about the fundraiser. Betsy will check with Sue about a date for Culvers. Fired up pottery is scheduled for 11/9. We discussed whether we should do an anniversary spiritwear fundraiser - no decision was made. No one wants to take on the resale - not worth the work for the money it makes. We will scratch it this year and donate what is in the basement to the church. There will be a brat resale in the spring which Betsy is looking into. Roccas family sausage offers a 6 pack, 1.5lb in 125 flavors (pick 8-10?) for \$5.50/pack. We can sell for whatever we want - maybe \$8? We have no freezer space so would need to figure out how pick up would work.

EVENT COORDINATOR (Teresa): Not present - we did decide that the Spring Fling would be 4/21 - Katy made a motion - Maggie seconded the motion and it was approved.

VOLUNTEER COORDINATOR (Erin): She has no info on how the end of year clean up went. What do we do if people didn't show up? This year we will give a list of what the parents signed up for to the teachers so they have a heads up and can remind parents. Napkins are going to be by the month with a Friday pick up and Tuesday drop off (4K parents only). Mop heads will be one person, once/week - return the next day and the mop heads need a bag.

EQUIPMENT & INVENTORY (Zach): Nothing to report.

PURCHASING (Donna): Not present.

ADVERTISING (Maggie): We are advertising in the Elvehjem neighborhood papers and also Dane Buy Local. We discussed having Josh Lavik send lists of new families to the area so we can send them welcome packets and increase our presence. She is hanging signs and posters for our open house.

New Business: None

Meeting Adjourned: 8:37pm

Next Meeting: August 14, 2017