

## **Board of Directors February 8, 2016 Meeting Minutes**

**In Attendance:** Maureen Treichel, Jessica Kennedy, Katy Kaufman, Mark Werwie, Jamie Wohlgamuth, Jesse Pagel, Erin Kernkamp, Kristi Torno-Buske, Sue Carr, Cori VandeKieft, Jodi Schmitt, Stephanie Ehlers

**Call to Order:** Maureen called the meeting at 7:08pm

**Approval of January Minutes:** Minutes were approved after one correction for a misspelled word.

**DIRECTOR'S REPORT (Sue):** We had our open house and 18 families came. We had 2 days of registration with the following results to date:

- 4K classes AM & PM – Full at 18 students each with an extensive wait list
- Penguins – Full at 16 students and a wait list of 1
- Starfish – 15 students
- Seahorses – 5 students
- Toddler Time – 1
- Lunch Bunch – 1

Sue proposed limiting the Seahorse class to 12 students as it can get a little rough with the kids getting tired in the afternoons. This year we have a full class, last year we had 10 students, and the year before we had 12. Jessica made a motion to limit the Seahorse class to 12 for the next school year with Katy seconding the motion and approved by majority vote by the Board with one abstention.

The dance party took in \$320. We need to recruit another Fundraising Coordinator for next school year as Sara will be leaving the Board; however, all other members of the current Board will stay on for another year.

Age Exception Policy – We are looking to create a more formal process with recommended changes of allowing a parent to turn in their application at any time during enrollment, but the exceptions would not be considered until May 1<sup>st</sup> and only if there are any openings. We would limit the age exception to one per class. The staff would look at the requests and make a recommendation to the Executive Committee. The age exception would be on a trial basis for the first month to determine if the child truly is ready. In the 4K program, preference would be given to 4 year olds and kids who have been age excepted into our 3 year old program. Katy made a motion to adopt the new Age Exception Policy with Mark seconding the motion and approved by unanimous vote by the Board.

Sue attended the Lake Edge Church annual budget meeting. Tim, who is the custodian and works 40hrs/week is retiring in July and will be replaced by someone who will only be working 20hrs/week. This person will not be responsible for any outside work or repair work. The Church is hoping the person who they currently contract with to plow the parking lot will shovel the sidewalks, but the Church hasn't asked yet. The Church plans to rely on volunteers for the grass maintenance and any repair work. The Church isn't sure yet what the new person's schedule will be, but our hope/expectation is the person will be here every morning to clean the bathrooms and empty the garbage, especially on Monday mornings.

An exploratory subcommittee is being formed to research possible future locations for MGNS should there be a need to move.

**PRESIDENT (Maureen):** Tuition Reimbursement Policy – Currently there is no formal policy for tuition reimbursement for the staff so a draft policy was presented to the Board in which a request for reimbursement would be made by the teacher outlining what they want to pursue and why. The Board would negotiate the reimbursement amount (if not through WECA), as well as the length of time the teacher would be required to stay at MGNS. If the teacher decided to leave before the agreed amount of

time passed, they would be required to reimburse a portion or the full amount of what they were reimbursed. Each of these requests and issues would be handled on a case by case basis. A question was raised asking what the financial incentive would be to further your education. The Board is working on a salary scale based on registry level; however, the Board was advised that the registry may not be the most reliable to use for a pay scale. The example of a teacher with a college degree would be a level 14. If this teacher got their masters in early childhood they would move to level 16, but if their master was not in early childhood they would stay at 14. The registry appears to be a good metric for the bottom but not for the top. The Executive Committee plans to meet to discuss a salary scale.

Jessica volunteered to draft a survey to send to staff about the pay scale.

Cori made a motion to pass the tuition reimbursement form with Erin seconding the motion and approved by unanimous vote by the Board.

**VICE PRESIDENT (Jessica):** Both parent meetings were done. At the time of the meeting, Erin was not able to look through the attendance to make sure everyone attended. We donated \$100 to the self-defense school to help pay for those that could not afford to take the classes. A lot of good feedback for the Self Defense class. The Summit CU presentation was not the same as what they had reviewed with Jessica beforehand. If parents have any feedback on the meetings they can email Jessica. A suggestion was made to survey the parents in the Fall as to what they would like to learn about in the parent meetings or put a question in the forms needed to complete before the school year asking for ideas. A parent asked why we have the mandatory meetings, and as a cooperative, there is a legal requirement to have them.

**TREASURER'S REPORT (Katy):** Working on the budget for next year and 1 of the 2 CDs will be maturing on March 18<sup>th</sup>. Katy will have rates to discuss what to do with the maturing CD at either the next Board Meeting or she will send out an email asking for the Board to vote on what to do with the CD.

**FUNDRAISING COORDINATORS (Jamie):** The web site for the Spring Fling is mostly set up and goes live on March 21<sup>st</sup>. We are going to order another \$2000 in Willy St Coop gift cards which when all of them are sold, we earn a \$240 profit. Butter Braids started today and are due Feb 29<sup>th</sup> and come in on March 9<sup>th</sup>.

**EVENT COORDINATOR (Stacey):** No report. Stacey was not present.

**VOLUNTEER COORDINATOR (Erin):** For the parents that didn't attend the parent meeting it was recommended to send them an email asking them what they are going to do to make up for not attending. It was suggested that we make the email more open-ended, asking them what they can do for an hour for the school and give them some suggestions such as cleaning/sanitizing toys/rooms, washing dress up clothes, any skill set demonstration, could use more napkins, or sewing. Preschool and 4K sign up are all done. Everyone who signed up to volunteer for the dance party showed up. Toddler Time volunteer duties are going fast.

**EQUIPMENT & INVENTORY (Jesse):** Will buy sand for the standup sandbox.

**PURCHASING (Donna):** No report. Donna was not present.

**ADVERTISING (Kristi):** Nothing new to report...she rocked it on the advertising for the Open House.

**New Business:** None

**Meeting Adjourned:** 8:20pm

**Next Meeting:** April 11th