

## **Board of Directors February 13, 2017 Meeting Minutes**

**In Attendance:** Maureen Treichel, Katy Kaufman, Mark Werwie, Jamie Wohlgamuth, Betsy LaMore, Jesse Pagel, Donna Campanelli, Erin Kernkamp, Kristi Torno-Buske, Sue Carr, Jodi Schmitt

**Call to Order:** Maureen called the meeting at 7:02pm

**Approval of January Minutes:** Minutes were approved.

**DIRECTOR'S REPORT (Sue):** Next year's current enrollment numbers: Dolphins 18/18; Manatees 18/18 with 2 on the waiting list. Penguins 16/16 with 2 on the waiting list; Starfish 7/16; and Seahorses 5/12.

- Sue is in the middle of doing teacher evaluations.
- Accreditor will be in soon.
- There was an offer on the afternoon 4K job and they have until tomorrow to make their decision.
- There was a gutter falling down in the playground area and Lex did not think it was a hazard and Sue disagreed. She had it fixed and submitted the bill to the Church. They agreed to pay 50% of the cost because they said we needed Administration's approval before doing any repairs. We will make sure to document any needed repairs with photos in the future if there is a disagreement with Lex.
- Church held their budget meeting and raising our rent from \$16,593 to \$16,977.
- The Church proposed doing away with MGNS scholarships.
- All the teachers are signed up for Professional Development in Whitewater on April 7 and/or 8<sup>th</sup>.
- 17-18 school calendar was discussed.
  - Teachers voted to do away with the short days which are held during the first few days of school.
  - Enrollment was moved back a few weeks to coincide with Madison.
  - Madison has not released the Spring Break yet.
  - Katy made a motion for Sue to move forward with Toddler Time registration even without knowing exact dates and schedule and we will look at calendar at the next meeting for more information. The motion was seconded by Erin and approved by unanimous vote of the Board.

**PRESIDENT (Maureen):** Questionnaire discussion. Toddler Time Q#4 do we rephrase it to, "how clear are expectations for parents" versus "how clear are the expectations of parents". Should there be questions asking "how clear is the role of the teacher is" and "how well do you understand the role of the parent in TT". Agreement we should remove the 2yr old drop off question. Talked about switching to more of a 5 point scale with comment boxes by updating the questions. Katy, Maureen and Erin will work on updating the questionnaire.

Teacher Appreciation Week is the first full week in May. Email ideas to the Board and we will discuss at the March and/or April Board Meeting(s).

Jason Kennedy would be willing to be the Equipment & Inventory Board Member, if needed. Jessica will be sending out an email to parents to let them know what positions are available. Maureen is going to look further into whether or not there are any term limits for Board Members.

**VICE PRESIDENT (Jessica):** Only feedback from the Parent Meetings was from the Board and Teachers. The feedback received was positive for both topics.

**TREASURER'S REPORT (Katy):** 990 has been filed. We ended the fiscal year in the black. Last two years we were running a deficit of \$15k-\$16k whereas this past fiscal year we ended ahead this amount. No one requested a copy of the report. CD money was moved as voted on in the January Board Meeting. There was a discussion regarding the Willy St Coop gift cards. Katy suggested we sell all the cards and start fresh on July 1<sup>st</sup> by having Sue and the Fundraising Coordinators decide how much to have as a goal for the year and buy less each month as the fiscal year ends so we don't have any leftover on July 1st. Willy St Coop only allows the purchase of up to \$4000 per month. We're selling approximately \$1000 worth per month right now. There is no safe in the office, so we might want to look

into purchasing a small safe or lock box. There is the possibility that we may have applied some of the gift card funds to the wrong category in Quick Books, but no one, except Sue was too concerned about it.

**FUNDRAISING (Jamie & Betsy):** We've gotten a lot of donations already for the Spring Fling including from places where we didn't get donations last year. Next week they will send home the donation form for parents to send in any donations they may have.

**EVENT COORDINATOR (Stacey):** No report. Stacey was not present. David Landau still confirmed.

**VOLUNTEER COORDINATOR (Erin):** Caught up on all delinquents from the Fall in terms of communicating with the parents but not all of them have completed their work. For the Spring, everyone is signed up. Jessica has the attendance for the Parent meetings and those that did not attend have to do something. Last year Sue gave the parents the option of picking up an additional Parent Helper Day instead of a volunteer activity.

**EQUIPMENT & INVENTORY (Jesse):** Nothing to report.

**PURCHASING (Donna):** About \$50 left. Lamination is taking up a lot of the money. Discussion to check Amazon to compare pricing. Sometimes the bulk is not great laminating stuff. Donna asked that the teachers to let her know what is better.

**ADVERTISING (Kristi):** Nothing to report.

**New Business:** None

**Meeting Adjourned:** 8:04pm

**Next Meeting:** March 13th