

Board of Directors
January 14, 2012 Meeting Minutes

In Attendance: Margo Duffy, Althea Dutzour, Leah Wurz, Alison Downey, Jessica Carlson, Jessica Klabough, Dawn Van Horn, John Duncan, Gwyn Radtke, Sue Carr, Jodi Schmitt, Diana Roehr, Julie Tokheim

Call to Order: Leah called the meeting to order at 7:00 pm

Approval of August minutes: Minutes were approved with no corrections.

Director's Report

I.

- Enrollment for this year:
All classes are full.
- Toddler Time enrollment for session 2 is full except for one open spot on Tuesdays.
- Lunch Bunch enrollment is nearly full with just one spot available on Fridays.

City of Madison accreditation process is ongoing. This year we are undergoing the long and comprehensive version of evaluation; next year will be the short version.

2012-2013 enrollment begins on Monday, Feb. 4th at 8am. This will be the enrollment time for all families, first come, first served; however, returning students and alumni (including Toddler Time) will be given priority. **Open House is Saturday, February 2nd.**

The School applied for a Youngstar grant for the purchase of a new dress-up unit for Room 1 to match the one in Room 2, wall-mounted easels, and new wooden vehicles.

President

The Board reviewed the School's security and emergency procedures; no changes were made to the current procedures.

Vice President

Parent Meetings are prepared. We will be opening up the Board positions for the 2013-14 school year in February.

Treasurer

The Board reviewed the School's current Balance Sheet and P&L.

Fundraising Coordinator

Spring Fling is being planned; we will be mailing letters to local businesses requesting donations for the fundraiser.

Classroom Coordinator

The Board discussed ways to improve the parent volunteer duty signup process.

Advertising Coordinator

We are running ads promoting the February 2nd Open House. Fliers are also available.

Adjournment

Next meeting date: Monday, February 11th at 7pm, Room 104

Alison Downey