

Board of Directors January 9, 2017 Meeting Minutes

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

Call to Order: Maureen called the meeting at 7:03pm

Approval of November Minutes: Minutes were approved.

DIRECTOR'S REPORT (Sue): Open House on January 21st. Enrollment for next year is Jan 23rd and Jan 30th. Teachers reviewed all the policies and procedures in their staff meeting so they are prepared to answer questions. Second semester of Toddler Time is all full. We received a \$200 donation that will be matched by State Farm Insurance. Interviews continue for a new 4K teacher.

PRESIDENT (Maureen): Discussed new policies for-Long Term Substitutes and Teaching Assignments.

Proposed Long-Term Substitute Policy: *In the event a class needs a long-term substitute, whether due to a sudden or planned vacancy, the remaining teacher will be materially supported in working with any long-term substitutes. This support will include additional paid time off, the amount of which will be determined by the length of the other co-teacher's vacancy, as well as additional compensation. Specifically, compensation will be provided for conference and/or portfolio preparation if the remaining teacher is left to handle the whole class of students. If this happens to include both fall and spring conferences, half will be paid to the remaining teacher in December and the other half in June. In any case, any long-term substitutes, regardless of whether they are already on staff in other teaching assignments, will only be paid 4hrs per classroom day. This policy is a reflection that the remaining lead teachers carry more of the workload when it comes to planning, communicating with families, etc.*

Proposed Teaching Assignments Policy: *Teaching assignments are made on an annual basis; this is reflected in the practice of drawing up annual contracts with individual teachers. Whether part of an annual process or as the result of a planned or sudden teaching vacancy, a variety of factors will be carefully considered and weighed when making classroom assignments. In no particular order, these include, but are not limited to, teaching experience, professional credentials, interpersonal dynamics within teaching teams, past performance, schedule availability and preference, seniority, and commitment to ongoing professional development.*

One of the questions asked was, "what do we consider long term?" We discussed keeping the time frame open for interpretation. A goal of the policy was making it clear to the teachers that if they are left without partnering with the teacher they thought they would be with for a period of time, that the Board would be there to support them materially in being left behind in that way. Erin made a motion to accept the new policies as they are written with Katy seconding the motion and approved by unanimous vote by the Board.

Discussed Stacey as an employee of the school and a member of the Board. It was decided we as a Board would identify times where there could be a conflict of interest, and we would ask Stacey to leave the meeting.

Next year's Board is in need of a Vice President, Secretary, Event Coordinator, Equipment & Upkeep Coordinator, Advertising Coordinator, and possibly another Fundraising Coordinator if Jamie decides she wants to take a different position with the Board or defer to others that would like the opportunity to be on the Board. Specifically for VP, we would be looking at someone that would have a child in Toddler Time. Maureen and Jamie are interested on staying on the Board in some capacity.

VICE PRESIDENT (Jessica): Two parent meetings are scheduled for Feb 2nd and Feb 6th at 7:30pm. The first meeting is on Love & Logic and the second meeting is teaching kids about race and diversity. Signup sheets will be posted a week before. Flyers will be sent home in brown bags and in the

newsletter. Contract of approx. \$100 for the 4cs on Diversity presenter. Jenna is using the meeting as her volunteer time. We may have to do the chair set up, but we will definitely need to do the take down of chairs and tables. Jessica will get the contract for the 4c's presenter to Sue and Katy.

TREASURER'S REPORT (Katy): We are mostly on track with income except for Toddler Time because we cancelled classes. Next month we will have a breakdown of the fall fundraisers on the agenda so we know what we've made. We have a 30 month CD maturing 1/18/17 and a 16 month CD maturing on 7/21/17. There were three options presented to the Board for the maturing 30 month CD. Mark made a motion to switch the maturing CD to a 16 month CD at 1% interest with Katy seconding the motion and approved by unanimous vote by the Board. This will allow the funds to be available if needed in the next fiscal year. We are just about ready to file the 990 as we had gotten an extension.

FUNDRAISING (Jamie & Betsy): Spring Fling letter is done and will be sent out to businesses to solicit donations at the end of January. Flyer with donation form will be going in brown bags in February. Jamie will look into the cost for the hosting of the online auction.

EVENT COORDINATOR (Stacey): David Landau is booked for the Spring Fling.

VOLUNTEER COORDINATOR (Erin): All 4K volunteers are signed up for the spring and 4 preschool parents haven't signed up yet. Need to check on which parents did not complete their winter volunteering and Sue will send an email to the parents with jobs for them to complete.

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

PURCHASING (Donna): Bought bags of flour

ADVERTISING (Kristi): Hula Frog is doing most loved award and need people to share with parents, teachers, friends, etc. Teachers will mention in weekly wrap up email. The Open House on Jan 21st is a Hula Frog sponsored event; therefore, we are at the top of their page for Open Houses. We've always ended up over budget on advertising but we have now moved to a more social media presence. We had 6 months of Willy St at \$150/month through December which this expense should fall off starting in January.

New Business: None

Meeting Adjourned: 7:58pm

Next Meeting: February 13th