

## **Board of Directors September 14, 2015 Meeting Minutes**

**In Attendance:** Maureen Treichel, Jessica Kennedy, Mark Werwie, Katy Kaufman, Jamie Wohlgamuth, Stacey Neuman, Jesse Pagel, Kristi Torno-Buske, Donna Campanelli, Erin Kernkamp, Sue Carr, Cori VandeKieft, Jodi Schmitt, Stephanie Ehlers, Sherri Stouffer, Juli Huston

**Call to Order:** Maureen called the meeting at 7:05pm

**Approval of August Minutes:** Minutes for August were approved.

**DIRECTOR'S REPORT (Sue):** Both 4K classes are full with 18. In the preschool classes, we have 15 in the Starfish class, 15 in the Penguin class, and 14 in the Seahorse class. Toddler Time for the Fall is full and the Spring session has 2 days that are full and only 23 open spots over the remaining days with many kids that are in the first session that have not been signed up yet for the second session. Lunch Bunch is doing pretty well.

The Church decided to replace the floor in Fellowship Hall and that will be done Sept 28 through Oct 2. They assured us the work will be completed before our Meet and Greet event on Oct 9.

The staff would like an air conditioner for the second room. There is already a window air conditioning unit in the 4K room that was given to the school by the church and installed by the church and they charge us \$15/month when it's used and we have already paid for September. If the school buys the whole unit, the church will install it for us. Jesse will do research on the cost of the unit.

Teachers are getting rid of a bunch of items that will go on sale at the Fall sale with the primary item being the loft.

**PRESIDENT (Maureen):** Maureen asked the Board how the beginning of the school year was going in terms of sign up and the parent meetings. There was a comment that information regarding dropping off and picking up students was not communicated until after the first day of school and that things that were learned at the parent meetings would have been beneficial to know before school started. It was also suggested that there be only 1 night of meetings versus an all school meeting one night and then separate parent meetings on different nights. It was decided that we would try 1 meeting date next year and the staff will work on the logistics on how it will be done.

There was also some confusion with Lunch Bunch as to where to pick up children. It was recommended that in the orientation paperwork or in the parent meeting that Lunch Bunch pick up is discussed and that where your child can be found depends on the weather. It was suggested to indicate either by the Toddler Time room or on another bulletin board where children can be picked up that day from Lunch Bunch.

A brick patio is being installed in the outdoor classroom and a Board Member needs to be available to let the workers in to the outdoor classroom. It was decided the workers would get in contact with Jesse in regards to logistics.

We are looking into doing brick pavers from the playground to the parking lot. An idea was to have families buy a brick and have names engraved on them. Donna knows the owners of Championship Awards and they could potentially do the engraving for the bricks, but we would need to look into the cost of the bricks and the install.

We need to get the forms for the Meet and Greet out soon as some Toddler Time parents only come once a week and they need enough time to fill out and return the forms. We are also going to look into Rossi's Pizzeria as another possibility for the pizzas.

Mark will be unable to attend the October meeting so Jessica volunteered to take the minutes for the October meeting.

**VICE PRESIDENT (Jessica):** The date for the first parent meeting with the topic of Self-Defense is tentatively set for Tuesday January 19<sup>th</sup> from 7-8pm. Jessica will confirm with the Church that Fellowship Hall is available. Jessica will talk with Summit Credit Union about coming to the other parent meeting and she will look to schedule it at least a week out in case parents want to attend both but are unable to make back to back nights. Jessica will have both dates confirmed at the October board meeting.

**TREASURER'S REPORT (Katy):** Nothing new to report. Katy will have a full report on our first quarter at our next meeting.

**EVENT COORDINATOR (Stacey):** We may need 2 more people for clean-up. Stacey will work with Erin if she needs more volunteers. She will also firm up prices and get the sign-up sheets out as soon as possible.

**FUNDRAISING COORDINATORS (Jamie):** Parent meetings went really well. Resale handout will go out in the brown bags next Friday and the donation boxes will be put out in front of rooms 1 and 2.

**VOLUNTEER COORDINATOR (Erin):** 7 people haven't signed up yet for a volunteer opportunity. 4 from Toddler Time, 1 from Penguin class, and 2 from the Manatee class. Sue volunteered to take a look at the list for Erin to make sure that Erin hasn't missed anyone. It was noted there were quite a few spots still open for the garden committee and we are having a hard getting people for the winter clean up.

**EQUIPMENT & INVENTORY (Jesse):** \$12.60 has been spent on the sandbox and he fixed a table.

**PURCHASING (Donna):** If you need something right away, let Donna know, otherwise, it won't come until Wednesday when she shows up for Toddler Time.

**ADVERTISING (Kristi):** Maria updated the Willy St Coop ad and it should be in the next issue.

**New Business:** None

**Meeting Adjourned:** 7:41pm

**Next Meeting:** October 12<sup>th</sup>