

Board of Directors

October 9, 2017 Meeting Minutes

In Attendance: Maureen Treichel, Katy Kaufman, Betsy LaMore, Erin Kernkamp, Jodi Schmitt, Jamie Wohlgamuth, Stephanie Ehlers, Mark Penn, Zach Barber, Sue Carr, Jessica Kennedy, Teresa Bentler, Maggie Jakubczak

Call to Order: Meeting called at 7:03pm

Approval of September Minutes: Approved with no changes.

DIRECTOR'S REPORT (Sue):

- Enrollment for TT session 2 is full Tues, Wed, Thurs - only openings are Mon and Fri - there are 9 total spots to fill. Other class sizes remain the same.
- Staff did a training today on Autism in Preschool from 12-2 - will continue with training Oct and Nov. other topics are Teaching Self Regulation and Emotion Control. Supporting Individuals with Challenging Behaviors. These are being paid for by our 2017 Youngstar Grant.
- Update on the outdoor classroom - the Manatees are putting in a mud kitchen - they are sanding palates to make a sink for sand and there will be pots and pans for the kids to play with. The huge tire was moved out and is now near the garden. They will be hanging a chalkboard on the fence so there will be more stuff to do outside.
- Sue met with the licenser - she did lots of measuring and looking around. Changes are as follows: there is a 1:10 ratio for 3 year olds and 1:13 for 4 year olds. From now on teachers will have to take kids inside when someone has to use the bathroom and they are on the playground. Sue can fill in if she's available - or any sub/other teacher.
- Church purchased a new dishwasher that is being installed this week. MGNS contributed \$300 to the cost.
- MGNS also contributed to the updated of the AED (defibrillator) and the staff is completely trained on how to use it
- CPR training is available to anyone- it will be taught by a Penguin parent and is on 11/11 - cost is \$60
- PALS testing is next week for 4Kers

PRESIDENT (Jessica):

- Discussion of 2 year old drop off program. The goal is to bridge the gap between TT and preschool - especially for the kiddos who are too young to start preschool but on the older end of TT. Ratio would be 1:6 for 2-2.5 year olds and 1:8 for 2.5-3 - we would have no more than 8 kids in the room and 2 adults. A survey was conducted last year and there was overwhelming interest in the program. We should find out about the cost of leasing the library from the church - Sue will

look into it. Katy will gather financial info before November's meeting and we will discuss further in Nov. What do other places do for a 2 year old program?

- We discussed moving Sue's office to TT room. Advantages are that the TT kids would be more integrated with the school and Sue would be up front to answer the door. Sue is considering just using a movable cart and the board would chip to buy her some sweaters as the TT room is quite cold.
- Discussion of early drop off program. Licenser explained that the kids participating in both early drop off and LB (5 hours total) would be required to have 15 minutes of rest time. This would mean looking at books, doing puzzles, some sort of quiet activity in their own space. The sign up would be just like LB. Sue is going to discuss with staff and look at the numbers as far as cost before we move forward. Is fellowship hall an additional cost for the hour in the morning? We could hold it in 4K room on Mondays.

VICE PRESIDENT (Jamie): nothing to report

TREASURER'S REPORT (Katy): Q1 update: we are in line with where we should be at this point in the year. Co-op cards are skewing the fundraising numbers - this year we purchased them all upfront and as they sell the numbers will go up. The Administration numbers are running high as well due to paying for website hosting cost upfront - the cost is for 3 years. Classroom Expenses are all well controlled. Professional Fees is another expense that is high and Katy will track that. The total expenses looks on point for now.

FUNDRAISING COORDINATORS (Betsy/Mark):

- Butter braids will be delivered 10/17 around 11am. A parent volunteer will help with this. Butter braids brought in \$1685. Eco bulb fundraiser earned \$200 and we have \$950 in buyouts. Culvers night is coming up.

EVENT COORDINATOR (Teresa):

- Meet greet and eat went well. We sold 25 whole pizzas which was a bit more work upfront, but made the kitchen work much easier for volunteers/teachers. All but 8 pizzas came right away in the first delivery. Sue suggested considering buying bags to keep pizzas warm - Teresa seemed to think that we could work it out with Glass Nickel to borrow them. This year we did just water and milk and no lemonade which people seemed to think was appropriate. Reminder for next year to have no nuts in desserts - have Volunteer Coordinator put a reminder on the sign up. Profit from Meet Greet and Eat was \$132.

VOLUNTEER COORDINATOR (Erin):

- Left early - please let her know if there were any no shows from MG&E

EQUIPMENT & INVENTORY (Zach): A/C units will come out in the next week or two

PURCHASING (Donna): not present

ADVERTISING (Maggie):

- Send her more teacher pics to post on social media - one that Stephanie posted got a good response.
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New Business: None

Meeting Adjourned: 8:17 pm

Next Meeting: November 13, 2017