

NE IA MONTESSORI BOARD MEETING

Meeting Date:	Date: November 17, 2015 Time: 6:30	
AGENDA ITEM	DISCUSSION AND MOTIONS	ACTION/RESPONSIBLE INDIVIDUAL
Board Members Present	Present: Andy, Jane, Kristin, Rachel, Tony, Erika	
Call to Order	Meeting called to order at 6:34	Quorum Present
Approval of Minutes	October's minutes were approved as written, though we need to post the backlog online	Rachel will send minutes to Erika and she will post them. UPDATED: Kelly has given Rachel the info she needs to post and Rachel will do this.
HOS REPORT	<p>Enrollment and Ratios</p> <ul style="list-style-type: none"> ● Previously, we had thought that we could scale back ratios with our 2 yos turning three, but we can't. We still need three adults in the morning. ● There are possibilities for shifting ratios in January, because we have enough 3 year olds turning 4 by that point that we'll be able to meet ratios. ● Discussion of staffing with potentially changing ratios. <p>Budget and Cutting costs:</p> <p>Two potential places to cut:</p> <ol style="list-style-type: none"> 1) Shifting and changing staffing, particularly around lunchtime schedules. ● Finding Luther student staff is a continuing challenge due to federal aid requirements and ultimately it is difficult to consistently allocate work to Luther work study students. ● Jodi Meyer-Mork's class came to NEIM to observe - used this as an opportunity to talk about work-study students. <ol style="list-style-type: none"> 2) Marketing: Radio and print ads are not a wise use of our money, does not lead to results. ● The best marketing is word of mouth 	<p>Erika will run projections on ratios and birthdays to see when ratios change and when staffing needs might change.</p> <p>Action Item: Kristin will send thank you letters to the staff for their extra hours and great work.</p>

	<p>Three other things to share:</p> <p>1) Looking into grants</p> <ul style="list-style-type: none"> ● Research support would be excellent and a huge help to Erika. Local grants have a higher probability of getting funds. ● Priorities for grants: Energy efficiency grants -- Alliant and Blackhills energy. Lighting, furnace, outdoor space might, preschool outdoor education. ● Wal-mart has some money for community work under energy efficiency and might have some money for that. ● Kristin will be happy to write grants. <p>2) Robin Sailor's proposal for landscaping. The proposal includes things she would want to know from the board and the staff. Erika invited her to come to the December meeting. May give us time to look for grants.</p> <p>3) Discussion of before school Latchkey program and the ways this might contribute to enrollment and serve the needs of families.</p>	<p>Action Item: Tony and Rachel will do some work on researching potential grants</p> <p>Andy will find out if Shari-Anne will be here over Jterm as might be a good resource as well.</p> <p>Rachel will follow-up on the Food and Fitness Initiative Farm to Preschool work.</p> <p>Board members will look the proposal and give Jane feedback over email over the next month. Include Kelly in this plan. Erika will send Kelly a copy of Robin's proposal over email.</p> <p>Tony will ask the Chamber of Commerce if there is data existing on childcare/working hours. Nikki Brevvig would be a good contact.</p>
<p>Treasurer's Report</p>	<ul style="list-style-type: none"> ● Cash on hand is high because of fundraiser. ● Latchkey debt paid off. 	<p>Jane will pass Kelly's 5 plates spreadsheet to Kristin</p> <p>Erika will deposit to the operational account.</p>

	<ul style="list-style-type: none"> ● There was an error in the Hawk grant deduction. They were not supposed to be charging us and will be getting reimbursement. <p>Taxes:</p> <ul style="list-style-type: none"> ● We do not have the opportunity to do a payment plan, the check is in the mail to federal - federal payroll taxes (\$3000.00). ● Discussion of state of Iowa taxes. ● Recent changes in enrollment and the 5 Plates Fundraiser have changed our financial trajectory this year slightly (see report). 	<p>Kristin will contact Hacker Nelson to see how we deal with the back taxes issue on that state level.</p>
<p>President's Report</p>	<p>Contingency plans for emergencies, short and long-term</p> <ul style="list-style-type: none"> ● Previously, NEIM has had an agreement with Vesterheim and/or Co-op to take children for evacuation. <p>Options discussed for longer-term contingency plans.</p> <ul style="list-style-type: none"> ● Church, private residence, Luther, the old Depot building that is now a gym, Flips that is now a gym out by the airport. The Tae Kwon Do area, Molly Leismeister (Kristin will ask), Alicia (Kristin will ask). ● Churches would be a good choice, because of requirements for safety, space, etc.. ● Investigate a reciprocal agreement between Kinderhaus, Good Shepherd. 	<p>Jane will check with Vesterheim and Coop to make sure this still stands.</p> <p>Kristin will inquire with Molly L and Alicia.</p>
<p>Committee Reports</p>	<p>Marketing</p> <ul style="list-style-type: none"> ● Donating INspired ad approved. ● Chamber of Commerce Welcome Bag Advertisement → Action Item: Shari-Anne (get on Welcome Ad idea) <p>Fundraising:</p> <ul style="list-style-type: none"> ● Forward the info to the committee about the 5 plates funding/report <p>Admin Handbook:</p> <ul style="list-style-type: none"> ● Working on it/In progress. 	<p>Put Shari-Anne on the Chamber Welcome Ad idea (Andy/Kristin/Erika will facilitate?)</p> <p>Jane will forward the 5 plates report to the board.</p>

<p>Old Business</p>	<p>Fundraising:</p> <ul style="list-style-type: none"> ● Discussion of fundraising and communication/accountability to donors. <ul style="list-style-type: none"> ○ Idea of a letter to donors/community. <p>Motion: Rachel moves that 92% of our funds from the 5 plate fundraiser will be used for operating expenses and 8% will be used for a fund for alternative flooring in the practical life area.</p> <ul style="list-style-type: none"> ● Kristin seconds. ● All in favor ● Motion carries 	<p>Kristin will draft a letter to send out in the new year for supporters, which the board will review.</p> <p>Motion carries.</p>
<p>New Business</p>	<p>Discussion of Temporary Students</p> <ul style="list-style-type: none"> ● \$137.50 is our current weekly rate for temporary students, this does not include Latchkey. ● Dealing with Thanksgiving week → have them pay the full week and give them a 2 day credit ● How long do we want to offer the week-by-week schedule? <p>Discussion of Weekly Schedule Options</p> <ul style="list-style-type: none"> ● Discussion of adding a 3 day-a-week option <ul style="list-style-type: none"> ○ Implications, tradeoffs, benefits ● One idea: every semester we offer three families this opportunity to do three days a week. If you are one of these families that does this, then you have to do the 5 day a week the other semester. This would be a first come, first serve option. <ul style="list-style-type: none"> ○ Five day a week enrollment would take precedent over three day a week for competition for spots. The three day a week would only be an option when we don't have full enrollment. It doesn't make sense to lose a child and go down to 19 lose them for the next two years. ● Andy taking over minutes here, 8:20pm: 	<p>We stopped this conversation and didn't fully answer this question, needs follow up.</p> <p>Google Doc Brainstorm policy ideas for 3-day a week. Start and Share</p>

	<ul style="list-style-type: none"> ● Motion by Kristin: In the best interest of the school, we maintain our policy for now and revisit the adjusted day policy in December. 2nd by Jane. Carries. ● Motion by Jane: To the current 3-day inquiry, latch-key credit will be offered for unused days. 2nd Kristin. Carries. <p>Lead Guide Search:</p> <ul style="list-style-type: none"> ● Lead Guide Search is crucial! We need immediate action on this to get it sorted to begin next academic year. People being trained and not already owned by another school are looking now. <p>Holiday Parade:</p> <ul style="list-style-type: none"> ● Santa Claus holiday parade--first Friday--we can do it so long as we don't need guides to do it. ● We need to ensure we get volunteers so it doesn't become a long extra day for staff AND that we maintain the integrity of materials. <p>Summer Program:</p> <ul style="list-style-type: none"> ● Summer program needs to be a December priority. Erika can approach Luther students who might be a good fit. <p>E1 Program:</p> <ul style="list-style-type: none"> ● Put E1 on December agenda.--maybe 2 shorter meetings that month? ● Make this a December priority item too! 	<p>Jane send lead guide ad to MTCM --Montessori Training Center of Minnesota -- and potentially others.</p> <p>Put summer program on December Agenda.</p> <p>Put E1 on December Agenda</p>
NEXT MEETING:	Adjourned @ 8:55. Next meeting Dec ??	