

NEIM September Board Meeting - September 13, 2016

Minutes prepared by Jay Raabe, NEIM Secretary

Meeting called to order at 6:34 pm

Present: Jane Busch, Kristin Propson, Ryan Torkelson, Jay Raabe, Rachel Brummell, Ann Schaufenbuel (new HOS), Tony Mutsune

Approved Meeting minutes as approved. Kristin moves, Jane Seconds, passes unanimously. Jane makes a motion to add Ryan Torkelson to the board, Tony seconds, no discussion, passes unanimously.

HOS Report:

- Ann attended the NAC class in Manchester, July 25-29, a 40 hr course, received a certificate.
- Gave background on how to run a business: covered effective organization, leadership, laws and organization, marketing, and financial management. Feels it will become more relevant as she continues to work here, as there was a steep learning curve.
- Also earned us 5 QRS points for Ann to attend that

QRS:

- QRS - a voluntary, incentive based certification program to encourage best practices.
- We are set to renew that October 1, Terry Orr from CCR&R has been helping to prep Ann.
- We have some new points and some old points, but it is possible that we might drop down to a star level things because of trade-off. This is common and it is becoming more difficult to get four stars.

Enrollment:

- We have 22 children in the Children's House and 4 in E1
- Ann reports that the staff is great, professional, patient with the children and the staff. Very helpful and patient.

Communication:

- Staff has been working to keep communication with families through email and website. They've been using Montessori Compass, Ms. Christine is running it.
- Staff met and they have a goal for a monthly newsletter. One has already come out. There is a goal of the first Friday of each Month

Action Item: Rachel will write a monthly "This is what is happening with the board" for the newsletter, and will submit that to Miss. Claire.

- HAWC - the representatives visited Ann today, there is one family eligible for three year olds only. The paperwork is done and that went well and then Ann needs to send a voucher each month and then they will reimburse the school the \$90 back.
- Luther Interns: Ann has offered contracts to 7-8 Luther students. We pay 35% and luther pays the rest. We use 2 during lunch and rest time 10:30-1, 3:00-5:30 and then the after school program. Ann is still searching because it takes a lot of kids to fill the spots, has already had a student sign up for two days and backed out. She has a slot for every day during lunch and then after school.

Action Item: Rachel and Tony will ask good students if they need hours MWF lunch and after school, MW latch key

Emergency Preparedness Plan:

- New regulation is that we need a new plan due October 1st, Ann went to an Emergency preparedness meeting, we have an existing plan (2012), but there is something in place. Ann will go through the criteria and make sure they are in the plan.
- After that, we may need a sub-committee or some people to review the plan, to see if we need to update.
- Note: if there are discrete tasks, the board encourages Ann to approach us.

Power School:

- Mr. Varney came to see us and needs us to do this immediately.

Action Item: Ann will send Kristin the access, the info, and the directions and Kristin will do it.

- Darla Butekoffer (nurse) will be here tomorrow to look for files to make sure that we have everything we need - get a point for her coming, get a point for fixing.
- DHS will come sometime this month (September) for an “unannounced” to make sure we are compliant with all rules and regulation. DHS licensing renewal is also October 1st.
- Parent meeting last Thursday September 8, 10 parents present, discussed communication, drop-off pick-up, aftercare. Jane talked about e1, Ms. Chrstine talked about children’s house and Montessori Compass. We need a second one with minutes for QRS.

Maternity Leave:

- Miss Jenny will be taking maternity leave and we will need a substitute with a licensed teacher, she is due March, and she would have 8 weeks and last time she asked for unpaid time
- Contact John Cline for a list of substitute list, also a recently retired teacher might be another option.

Action Item: Board members will keep their eye out for potential substitute teacher, and we’ll keep this on old business for the future. Look into December graduating Luther or Upper Iowa University. Ann will contact Barb Bohach and Upper Iowa for midyear graduates.

Four Year Old Grant:

- Mr. Varney and Kurt were here to help set up power school, Jenny will enter data on the gold program, document child progress there.

Varney said that what we provide here at NEIM, four half days free for 4 year olds, right now it is listed as the afternoon program, and we need to switch that to the morning.

Action Item: We need to schedule something with Kristin and Ann with Mr. Varney and the four year old grant. In that conversation think about the inertia of having the lag between students. Learn from Mr. Varney as quickly and thoroughly as we can, there is some online reading.

Action Item: We get our numbers down for the November board meeting.

President’s Report:

- Grant from the ArtHaus was granted by the Depot, they would love have it in place before the snow flies, they want to avoid when the kids will be out, but the kids in the

Youth Art Program will work on it. They will submit that to the board and we'll say "yes" or "no". We could even have a good short meeting.

Acceptance of Erika Kamb's Resignation

- Kristin motions that we accept the official resignation of Erika Kambs as of June 30th, 2016. Tony seconds, no discussion, passes unanimously, motion carries.

Treasurer's Report:

- We have \$22,000 to our name, we have a \$12,000 debt - Ryan suggests that we consider paying down that debt so that we don't pay that extra interest.
- We need to keep in mind that each salary has an extra cost with what we have to pay to the federal government.
- Kristin will continue to do payroll until after October 1st.

Rachel motions that Ann gets an account for the main checking account credit card, Jane seconds that motion, no discussion, unanimously passed.

- We made \$2,927.96 from the Summer Program

Committee Reports:

5 Plates

- October 23rd, Kelly Searcy is in touch with the cooks
- We have families that are volunteering
- Jane and Rachel will talk about the Silent Auction

Old Business:

Nominations for Executive Committee:

- Considering Jane's change of status to staff, we think it best to relieve her of duties of the board president.
- Kristin nominates Rachel for president, making the motions, Jane seconds, motion carries.
- Kristin nominates Tony for VP, Jay seconds, no discussion, passes unanimously

- Ryan nominates Kristin for treasurer, Rachel seconds, passes unanimously.
- Jane motions for Jay to be secretary, Ryan seconds, no discussion passes unanimously
- Jay motions that Jane will no longer be president, Jane maintains as a board member, maintains voting status unless there is conflict of interest as determined by members of the board. Rachel Seconds, passes unanimous. Motion carries.

Depot Grant for Play Yard Improvement

- We'll be presenting to the Depot in November (edit - the date is November 8)

Action Item: Rachel will find the letter about the date.

Action Item: We'll track down receipts for Ladybug and others.

Action Item: Rachel will look into some grants for locks.

Old business to check in on walmart.

Adjourned at 8:55 pm

Next meeting is October 11th