

## **NEIM Board Meeting - October 10, 2017**

*Minutes prepared by Jay Raabe, NEIM Secretary*

Meeting called to order at 6:39 pm

Present: Jane Busch, Rachael Buresh, Ryan Torkelson, Jay Raabe, Rachel Brummel, Tony Mutsune

**Approval of Minutes:** September 2017 minutes are approved.

### **HOS Report:**

- Went to first Director's Meeting on September 15th. Met the Directors of Sunflower, St. Bens, Kinderhaus and Nisse Preschool. Was educated on the new IGD's data entry system. With this new system we received (2) new iPads from the school district that will be used for administration of literacy screening. Fees are covered by the school district.
- We are receiving the monthly Preschool State Foundation Aid and Collaborative Partners Agreement payments, (4-year- old program), as scheduled.
- The Children's House went to Barnetimen at the Vesterheim on September 19th and the first class was on Symbols/shapes. We will continue to go every month until April.
- We had our Family potluck on September 21 st from 5:30-8:00 at the Whalen Cabin. A large crowd of families – I believe just two families were not able to make the event. Staff: Rachael, Jane, Christine, Jenny and Claire. Board: Rachel, Kristin and Tony were in attendance. We circled up and introduced ourselves and gave out a few updates on Box Tops and 5 Plates.
- Decorah Electric came in and installed the Exit signs in the E1 Classroom and above the back-door downstairs.
- State Fire Marshal came on September 25th and gave his ok to start using the E1 Classroom.
- CPR/First Aid class held at the school for our staff and Luther college work study on September 26th and 27th . Participants were: Rachael, Connie, Taylor, Kelsey and Nora – all students passed. The cost will be \$60 per person paid to the Public Health Nurse.
- Continual work is being done on making sure all paperwork is in proper order for DHS – this is a lengthy and tedious process but when done correctly will be easy to maintain.
- Continued work on protocols – especially on our Emergency Preparedness, Administrative Handbook, After-school care policy plus many nips and tucks to various policies.
- Writing has begun on the McElroy Excellence in Education Enrichment Grant.
- The kids went to see the Homecoming parade and had a great time!
- We have the NICC students coming to observe the Children's House once a week for the month of October.
- Latchkey is running smooth especially with Miss Jane and Miss Claire as Supervisors.
- A new dishwasher was purchased as this was a long over-due necessity.
- Carpets will be cleaned the first part of November - I feel this is necessary, not only for the well-being of the staff and students but also – first impressions are important and when I hear from prospective parents that the school smells of pee and other odors it is time to take steps to improve the quality of the air and environment.

### **President's Report:**

- Volunteer and participation of families in fundraising
- List of participation and fees needs to be organized
- Payments vs. Volunteer time structure
- Depot grant for doors will be made in coming months
- Securing a new Lead Guide needs to be in New Business
- Discussion: Ryan requests that there is a single signatory for cash/payment system at school; he recommends that this person be HOS Rachael Buresh
- Silent Auction items needed, donation to be secured by Jay from the Co-op

Action Item: Jay will request a donation from the Co-op and contact Rachel about delivery

### **Treasurer's Report:**

- Transition from Kristin to Ryan in progress

Action Item: Ryan and Kristin need to meet to assign tasks

- New format is being worked up for monthly Treasury Report to show the Budget/Actual and yearly YTD data
- Petty Cash - system under review to be set up for HOS
- J-Term intern will help to develop policy and procedure for the bookkeeping system
- Ryan's recommendation: the payroll should be transferred to staff instead of being directed by Board
- Ryan's recommendation: there should be a bookkeeper for tuition/latchkey supervision
- Long Term Goal: develop policy and procedure so that the Board is supporting staff activities instead of managing the books

### **Committee Reports:**

- Rachel is directing the 5 Plates fundraiser and is contacting parties and families for support

### **Old Business:**

- Insurance -
  - To include automotive/private driver coverage under the "hired and non-owned" liability coverage; Jane motions, Ryan seconds, motion passes
  - To continue data defender - Jane motions to continue, Jay seconds, motion passes
  - To continue, as is, the Business and Personal Property liability
- Doors - new doors are being fabricated and will be installed some time in late October/early November; Rachael will contact Tony at Mobile Glass and schedule installation

Action Item: Rachael to contact Tony at Mobile Glass

### **New Business:**

- Formal Thank You to be organized for Brett for all of his renovation work at the school

Action Item: Rachael is organizing the official thank you to Brett

- Ms. Christine has announced that she will retire in May 2019
  - Need clear communication in writing with Ms. Christine about this date
  - Need lead guide replacement
  - Need to communicate with Whitney about her plans in the future
  - This topic is to be discussed every meeting as we move forward

Action Item: Rachael and Jane to contact and communicate with potential Lead Guide(s) candidates on our current staff

Meeting Adjourned at 8:14 pm

Next Meeting: Tuesday, November 15, 6:30pm at NEIM