

## Agenda: Playschool Board Meeting Minutes

**Date:** Wednesday, March 18, 2015 – 8:00pm @ Tyler's.

Attendees:

Tyler Schwartz, Serena Matchett, Nicole Gillis, and Becky Mercereau.

| <b>Topics</b>  | <b>Who</b> |
|--|------------|
| <b>Success/Recognition</b> <ul style="list-style-type: none"> <li>BINGO success</li> </ul>   | All        |
| <b>Adoption of Previous Minutes</b><br>Moved by Nicole and Seconded by Serena;<br>"To adopt the meeting minutes for the last meeting."<br>APPROVED <ul style="list-style-type: none"> <li>Wagon is being picked up</li> <li>Playgrounds being considered</li> <li>\$2800 in gaming grants received</li> <li>DOHH grant submitted</li> </ul>  | All        |
| <b>Agenda – Additions/Changes</b><br>Addition of wage discussions.   | All        |
| <b>Given current TYD actuals &amp; budget, do we want to do anything differently?</b> <ul style="list-style-type: none"> <li>Year-end totals will be approximately \$6500 with grants</li> <li>No changes at this time</li> </ul>  |            |
| <b>Given current enrollment &amp; waitlist, do we want to do anything differently?</b> <ul style="list-style-type: none"> <li>No changes at this time</li> </ul>   |            |
| <b>What date do we want to open registration on? Do we want to have a priority approach again?</b> <ul style="list-style-type: none"> <li>Tyler spoke to the response to the PSA for interested parents: some people inquiring about pre and post school care, look at opening at 7:30 am and closing at 5:00 pm</li> <li>Consider sending another PSA to find out how many people looking for pre and post school care</li> <li>No priority approach</li> <li>April 1<sup>st</sup> with a \$100 deposit to hold spot</li> </ul> |            |
| <b>What date in September do we want to hold our next AGM</b> <ul style="list-style-type: none"> <li>Deferred to next meeting. Middle to late September preferable.</li> </ul>   |            |
| <b>Adopt or amend Policies &amp; Procedures Manual</b><br>Moved by Nicole and Seconded by Tyler;<br>"To adopt the parent handbook, employee handbook and policy and procedures"<br>APPROVED  |            |
| <b>Do we want to purchase additional backyard play equipment?</b><br>Moved by Nicole and Seconded by Tyler;<br>"That we purchase new playground equipment with a maximum budget of \$1500.00"<br>APPROVED <ul style="list-style-type: none"> <li>Discussion on adding a porch or mudroom to the front of the playschool for additional room inside.</li> </ul>   |            |
| <b>Risks/opportunities</b> <ul style="list-style-type: none"> <li>Instructor has given her notice to finish her employment at the end of school year.</li> <li>No applications for summer camp instructor</li> <li>Low enrollment</li> </ul>   |            |

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| <p><b>Summer Camps</b><br/> Moved by Nicole and Seconded by Tyler;<br/> “To repost the summer camp instructor position with the new wage rate of \$23 - \$30 depending on experience.”<br/> APPROVED</p> <p>Moved by Tyler and Seconded by Becky;<br/> “To increase the current instructor wages to \$25 beginning on April 1<sup>st</sup>.”<br/> APPROVED</p> <ul style="list-style-type: none"> <li>• Discussion that if Serena is a successful applicant for an instructor role she will need to step down from the board</li> </ul> |  |
| <p><b>Succession Planning for new board</b></p> <ul style="list-style-type: none"> <li>• Look for people who may possibly be interested in stepping into a board position</li> <li>• Consider changing to a five member board</li> <li>• Look at different hours to get more children signed up</li> </ul>  |  |

**Meeting Adjourned:** 10:00 pm

Next Meeting Date: May 13, 2015