

Kid Ease Parent Board Meeting
Proposed Agenda
February 19, 2008
12:00 to 1:00
Conference Room 220, CalEPA Headquarters

- I. Introductions
- II. Review and Approval of Minutes
 - January 2007 minutes
 - Status update on Action Items
- III. Budget Report
- IV. Fundraising Report
- V. Director's Report
 - Illnesses
 - Fieldtrips
- VI. Open Forum
- VII. Next Meeting
TBD based on Board Member availability

KID EASE CHILD CARE CENTER, INC.
PARENT BOARD RESPONSIBILITIES

The specific purpose of Kid Ease is to establish and operate a child care center including: provide child care; provide a safe, nurturing environment in which children can grow and develop; provide carefully planned educational programs which enrich each child's experience; consider the total development of each child, including the social, emotional, physical, and intellectual needs; and provide and maintain space, equipment, and staff in conformance with State licensing requirements for child care centers.

This purpose is accomplished through the guidance and actions of the Kid Ease eight member Board of Directors, including seven voting Directors elected from the general membership and one non-voting Director who shall be appointed by, and serve as a representative of, the Cal/EPA Building management. The Board of Directors is comprised of four Officers, three Directors-at-Large, and one Building Management Representative. No fewer than four of the voting Directors are state employees. Other Directors may include child care experts, and others who are interested in enhancing the provision of child care services to State employees and others in the greater Sacramento area. The membership may elect two members to share the duties of a single voting Director position, in which case those two members shall each be allotted one-half of a vote at Kid Ease meetings.

The following outlines the responsibilities of each officer and director-at-large.

1. PRESIDENT (ELECTED ANNUALLY)

The President is one of four officers of the Kid Ease Child Care Center, Inc. (Kid Ease). The duties of this position include, but are not limited to the following:

- Preside at all meetings of the Board of Directors.
 - Prepare, distribute and post agenda; Send reminder to Secretary to prepare, distribute and post draft meeting minutes from previous meeting, as needed; Make meeting room arrangements, including conference call, if applicable; Prepare, maintain, distribute and post meeting schedule.
- Coordinate yearly goals for center (fundraising/participation/projects/review of bylaws)
- Write column for Discovery Tree monthly newsletter;
- Coordinate with VP to ensure all forms are submitted (see list under VP)
- Oversee renewal of lease with Department of General Services (expires in 2011)
- Oversee renewal and terms of contract with Discovery Tree (expires in 2009; notice required for cancellation or change of terms)
- Serve as liaison to teachers
- Attend (or delegate to another Board member) teacher staff meetings and report back to Board
- Survey teachers and parents annually (at least) to determine funding priorities
- Brainstorm strategies for rewarding teachers/maintaining continuity in the center
- Oversee the following committees
 - Silent Auction, Facilities, Scholarship, Fundraising, Elections,
- Meet and Greet new parents to the Center
- Coordinate Annual Elections

2. VICE PRESIDENT (ELECTED ANNUALLY)

The Vice President is one of four officers of the Kid Ease Child Care Center, Inc. (Kid Ease). The Vice President shall, in the absence of the President, perform all of the duties of the President, and in so acting shall have all the powers of the President. The duties of this position include, but are not limited to the following:

- Insurance - Nationwide
- Inventory
- ByLaws

3. SECRETARY (ELECTED ANNUALLY)

The Secretary is one of four officers of the Kid Ease Child Care Center, Inc. (Kid Ease). The duties of this position include, but are not limited to the following:

- maintain a full and complete record of the proceedings of all meetings, shall supervise the keeping of records of the Corporations;
- Prepare, distribute and post meeting minutes;
- At reasonable time and on request therefore, exhibit to the Director of the Corporation, or his or her attorney or agent, the membership book, the Bylaws, and the minutes of the proceedings of the Directors of the corporation.
- In the absence of both the President and Vice President at a regular meeting, the Secretary shall perform all of the duties of the President and, in so acting, shall have the powers of the President.
- Google Group (Suggestion was made to have more than one person responsible for Google Groups, would make sense for that person to be the Director At Large: Back Up Secretary)
- Bulletin Board

4. TREASURER (ELECTED ANNUALLY)

The Treasurer is one of four officers of the Kid Ease Child Care Center, Inc. (Kid Ease). The duties of this position include, but are not limited to the following:

Keep the Kid Ease business records,

- Receive and safely keep all Kid Ease funds and deposit them in the bank or banks that may be designated as the official Kid Ease depository,
- Disburse Kid Ease funds as are required and necessary for efficient operation,
- Keep the books of the Corporation current at all times.
- Maintain all funds
- File tax returns
- Update and maintain copies of all corporate filings
 - California Secretary of State
 - Statement of Information (Domestic Nonprofit Corporation) (filed biennially; due in March)
 - Franchise Tax Board
 - Attorney General - www.ag.ca.gov
 - Board Of Equalization - sales and use tax for fundraisers, if needed

5. DIRECTOR-AT-LARGE (BACK-UP TO THE SECRETARY/TEACHER APPRECIATION) (ELECTED BIENNIALLY)

The Back-up to the Secretary is one of three Directors-at-Large of the Kid Ease Child Care Center, Inc. (Kid Ease). The duties of this position include, but are not limited to the following:

- Fill in for Secretary
- [Back Up for Google Groups](#)

6. DIRECTOR-AT-LARGE (FUNDRAISING) (ELECTED BIENNIALLY)

The Fundraising Director is one of three Directors-at-Large of the Kid Ease Child Care Center, Inc. (Kid Ease). The duties of this position include, but are not limited to the following:

- Coordinate Silent Auction
- Coordinate Book Fairs
- Oversee and/or coordinate smaller fundraisers:
- United Way
- e-scrip/Raley's cards

[Suggestion: Parent Participation Director acts as Co-Director of Fundraising to spread the burden of the position between two people. Also suggested that DaL Parent Participation becomes DaL Fundraising in the second year of his/her term. This would mean that the DaL Fundraising would always have one year of experience before taking charge of the duties and that this position would not come up for direct election unless the position is vacated unexpectedly.](#)

7. DIRECTOR-AT-LARGE (PARENT PARTICIPATION) (ELECTED BIENNIALLY)

The Parent Participation Director is one of three Directors-at-Large of the Kid Ease Child Care Center, Inc. (Kid Ease). The duties of this position include, but are not limited to the following:

- Maintain records of parent participation
- Contact new parents personally to apprise them of participation opportunities
- Communicate with parents to determine best forms and availability of participation opportunities
- Create and implement reward system for parents who participate
- Find innovative ways to encourage parents who are deficient in participation

8. DIRECTORY-AT-LARGE (FACILITIES)

One non-voting Director who shall be appointed by, and serve as a representative of, the Cal/EPA Building management.

Section VII. Duties of the Building Management Representative. The Building Management Representative shall act as a liaison between the Board of Directors and the Building Management Company, the City of Sacramento, Cal/EPA, the Department of General Services, and any other state agency.