

**Kid Ease Parent Board Meeting
General Session Minutes
October 10, 2011**

Attendees:

<u>Board Members:</u>	<u>Parents/ Members:</u>	<u>Discovery Tree:</u>
Adriana Smith	Mai Ngo	Alix Hall
Marie Bush	Kellie Schneider	Becca Foster
Johanna Levine		
Neva Lowery		
Erika Giorgi		

Agenda:

- I. Introductions
- II. Board Elections - Board approved the new Kid Ease Board effective immediately
 - President- Neva Lowery
 - Vice President- Marie Bush
 - Secretary- Mai Ngo
 - Treasurer- Johanna Levine
 - Director at Large: Backup Secretary- vacant
 - Director at Large: Fundraising- Adriana Smith
 - Director at Large: Parent Participation- Kellie Schneider
 - Director at Large: Facility Operations- Erika Giorgi
- III. Review and Approval of Minutes- Minutes for September were approved.
- IV. Role of the Board- Discussion was had regarding the history of the board and its responsibilities to the parents of children at the daycare. Information was also provided to board members on their role of both parent and board member and their relationship to Discovery Tree.
- V. Budget Report- Budget data provided for September; very little activity.
- VI. Furniture Purchases-
 - a. Rug for preschool- Ashley would like a rug for the preschool to use for activities. Cost could be up to \$1000. Note that post Board meeting, Ashley provided the catalog for the rug and cost will be \$470 plus tax and shipping.
 - b. Rocking chair in infant room- One of the rocking chairs in the infant room is broken and needs to be replaced. Discovery Tree has a spare rocking chair in storage and will replace.

- c. UV shades- the existing metal blinds in the preschool needs to be replaced. Discovery Tree would like these to be replaced with UV shades similar to those on the play yard doors. Discovery Tree would also like the same shades to be installed on the infant/toddler side. Martin Sow did the work for the existing UV blinds. Alix will provide contact information to Erika.

VII. Facilities Update-

- a. Budget has been approved for the carpet and painting. DT had walkthrough on October 7. This is currently out for bid and closes October 16. After this Cal EPA will need to vote, we will likely hear the outcome after the 19th.
- b. Dryer vents- vent is over 100 feet long making this cost prohibitive to clean out every 6 months. Erika is working with DGS to see if this can be modified in the lease agreement.
- c. Washer has been unclogged; the vent area was clogged with debris.
- d. Dishwasher repairs were made under warranty; issue was with build-up apparently due to detergent being used. Repair person will be coming back out to do a computer diagnostic.
- e. Fire Marshall report out. The following violations need to be corrected within 90 days:
 - 1. Cannot have items hanging from ceiling crossbars (note clips are not OK)
 - 2. Items must be more than 18" from ceiling- issue was problematic in laundry room and Ashley has already corrected.

VIII. Fundraising

- a. Raley's cards- Adriana is still advertising
- b. United Way- sent out reminders in last two months newsletters
- c. Books are Fun- Book fair scheduled for October 24, 25th. Adriana passed out flyers to post and will put a sign-up sheet for parents to help with bagging.
- d. Rummage sale- Scheduled for November 8 and 9. Still accepting to get donations. Ashley has been putting this in her weekly reminders to parents. Adriana will stop taking donations on November 1 and is planning on doing pricing November 3-4. Marie suggested putting up flyers the morning of the event in all the bathrooms.
- e. Photos of kids- fundraising committee are putting together photos of the children at different events for parents to purchase.

IX. Director's Report

- a. Student observation in preschools Monday, Wednesday, Friday
- b. Pumpkin Patch field trip October 20, Becca will provide lunches for \$5.
- c. The Just Kids Parent Board will be holding a fundraiser at Dave's Pumpkin Patch. Flyers will be posted with details.
- d. Parent's night out on October 21 from 6-9 PM at the 4th street location.

- e. DT is offering Dinner's to go on October 31. If you have special needs please see Becca.

- X. Teacher Appreciation- Teacher Tyisha is working on a project to promote teacher appreciation. The board is in support of this effort and is interested in providing some financial support. DT management will work with Tyisha to come up with a plan and present to the Board for support at a later meeting.

- XI. November meeting date changed to November 1 due to conflicts with the rummage sale.