

**KidEase Parent Board Meeting
General Session Minutes
December 14, 2010**

Attendees:

<u>Board Members:</u>	<u>Parents and Members:</u>	<u>Discovery Tree:</u>
Molly Munz	Erika Giorgi	Jenna Shoop
Johanna Levine	Maziar Movassaghi	Alix Hall
Neva Lowery	Krista Eley	
JoAnne Jaschke	Adriana Smith	
Tammy Silva		

Agenda:

- I. Introductions
- II. Review and Approval of Minutes
 - a. October minutes approved.
 - b. November minutes approved
- III. DT Contract
 - a. Appendices to the contract need to be updated before Board can approve.
 - b. Board has two options for approval
 1. Modify the existing contract with an addendum to encompass the changes that the Board has approved including tuition increase, parking transfer, and DT requirement for posting ratios. This addendum would be valid up until July 31, 2011 when a new contract would need to be executed to align with the Kid Ease lease with DGS.
 2. Update the existing contract including all appendices and sign new contract valid until July 31, 2011 when a new contract would need to be executed to align with Kid Ease lease with DGS.
 - c. Board will review documents (existing contract and possible addendum) and make recommendations via email.
- IV. 2011 Kid Ease Board
 - a. Board approved the new Kid Ease Board effective January 1, 2011.
 - President- Maziar Movassaghi
 - Vice President- John Kato
 - Secretary- Johanna Levine
 - Treasurer- Neva Lowry
 - Director at Large: Backup Secretary- Krista Eley
 - Director at Large: Fundraising- JoAnn Jaschke/Adriana Smith

Director at Large: Parent Participation- Molly Munz
Director at Large: Facility Operations- Erika Giorgi

V. Budget Report

- a. Dishwashers have been invoiced and paid for.
- b. Another \$6000 will be invoiced for the shade structure
- c. Board of Equalization has asked for an equipment list to complete the Welfare Exemption (if Kid Ease is granted the Welfare Exemption, will not have to pay property taxes). Neva will meet with Alix to finalize the equipment list. (see attached)

VI. Facilities

- a. Update on dishwasher replacement- Dishwashers have been installed. Rats nest was from a 2004 building infestation. Awaiting documentation from pest control company that the infestation was not an active nest. There is a potential that Kid Ease could get billed for the pest control operator, but have not seen the bill. Some questions as to why the nest was not properly eradicated when discovered during the 2004 infestation. Sink was fixed when the dishwashers were installed.
- b. Update on shade structure contract- no additional information.
- c. Under DGS contract will need to get flooring replaced (every 10 years) and paint (every 5 years) next year. Will need to coordinate this with DT.

VII. Fundraising

- a. Adriana sent out thank you letters to businesses that donated to silent auction
- b. Received a \$100 GC to The Grange too late for Silent Auction, will need to incorporate this into some fundraiser early 2011. CG expires in November 2011.

VIII. Open Forum

- a. Parent Board responsibilities have been updated

IX. Director's Report

- a. DT will be closed December 24 and at noon on December 31. A hardy snack will be served Dec. 31; no lunch.
- b. Parents night out is December 17, a thank you from the staff to the parents.
- c. Last contract extension was dated December 31, 2009. Alix is requesting the following be updated in the contract:
 1. Remove ratio sheet posting. Board approved already.
 2. Parking transition and the increase in tuition associated with parking. Board approved already.
 3. Look into a tiered tuition structure based on the hour's child at DT. Three other schools have adopted this approach. Kid Ease has

- requested more info on this included any written policies and what other schools have adopted. Board has not approved this change.
4. Rent that Kid Ease charges DT is not in compliance with DGS contract which states that Kid Ease can not charge more in rent that DGS charges in rent. Currently Kid Ease charges DT rent in compliance DGS contract and a facilities fee to cover operating costs. Board has not approved any change to this.

2010 Kid Ease Equipment Inventory						
	Date	Description	Qt	Estimated Unit Price	Total Cost	Notes
Kitchen						
	2008	Kitchen Range Fan	1	\$100	\$100	replaced after fire
	2008	Kitchen Oven/Range	1	\$1,000	\$1,000	replaced after fire
	Nov 2010	Kitchen Dishwasher	2	\$1,700	\$3,400	
	Sept 2007	Kitchen Refrigerator/Freezer	1	\$3,300	\$3,300	
Break Room						
		Break room refrigerator	1	\$1,000	\$1,000	moved from kitchen in 2007
Storage Room						
	Sept 2005	Freezer	1	\$755	\$755	
	Sept 2009	Washer/Dryer	1	\$1,800	\$1,800	
Lobby						
		Computer	1	\$1,000	\$1,000	
		Printer/copier	1	\$100	\$100	
Office						
	Mar 2007	Printer/Fax/Copier in one	1	\$300	\$300	
	Sept 2009	Laminator	1	\$165	\$165	
	June 2008	Phone/intercom system	1	\$4,185	\$4,185	
Infant Room						
		Infant Refrigerator	1	\$200	\$200	
		Infant playpens	13	\$75	\$975	
	May 2009	Infant Storage Unit w/ mirror	1	\$309	\$309	
		Quad Strollers	2	\$700	\$1,400	
Toddler Room						
		Tables 4' x 27"	2	\$150	\$300	
	Jan 2003	Soft Seating System	1	\$450	\$450	
	July 2004	Toddler Room Loft	1	\$2,100	\$2,100	
		Melamine shelves 30" x 12" x 6'	2	\$75	\$150	
		Resting mat storage	1	\$220	\$220	
Preschool						
		Wood table 5' x 2' 6" (eating)	2	\$170	\$340	
		Wood table with wheels (eating)	2	\$185	\$370	
		Benches	8	\$60	\$480	
	April 2009	Computers (Tree Room)	3	\$465	\$1,395	
		Computer station (Tree Room)	1	\$80	\$80	
		Work station (Tree Room)	2	\$75	\$150	
		Work station curve (Tree Room)	2	\$100	\$200	
	Jan 2003	Preschool Loft	1	\$3,720	\$3,720	
	July 2004	Listening Station - Audio Table	1	\$350	\$350	
		Wood shelves	3	\$85	\$255	
		Melamine shelves 30" x 12" x 6'	2	\$75	\$150	

		Block shelf	1	\$50	\$50	
		Melamine shelf 45" x 12" x 45"	1	\$50	\$50	
		Resting mat storage	2	\$220	\$440	
Playground						
		Toddler cozy cars	2	\$75	\$150	
	2009	Preschool tricycles (double & single)	2	\$150	\$300	
	Mar 2005	Playground equipment	1	\$20,000	\$20,000	
	Mar 2006	Playground rubber surface	1	\$35,000	\$35,000	
	Mar 2006	Playground fencing	1	\$1,500	\$1,500	
	Mar 2006	Outdoor Activity Panels	7	\$500	\$3,500	
	2007	Preschool Water Play Table	1	\$2,700	\$2,700	
				Total	\$94,389	