

**KidEase Parent Board Meeting
General Session Minutes
April 13, 2010**

Attendees:

<u>Board Members:</u>	<u>Parents and Members:</u>	<u>Discovery Tree:</u>
Desa Donahue	Susan Mathis	Rebecca Foster
Neva Lowery	Joanne Josky	
Tammy Silva	Erica Georgie	
Jami Ferguson	Adrianna Smith	
Molly Munz		
Diane Riddle		

Agenda:

- I. Introductions
- II. Review and Approval of Minutes
 - a. March minutes to be considered at May Board meeting as they were not emailed to the Board and Parents/Members. March and April minutes should be emailed with the May agenda. All meeting notices and minutes should be emailed to the Board, DT, and Parents/Members.
- III. Director's Report
 - a. Enrollment: 10 infants, 13 toddlers, 33 preschoolers
 - b. Picture Day: Scheduled for April 14 and 15 with Debbie Brown.
 - c. P.J. Day and Pancake Social: Scheduled for Friday, April 16, 7:45-9:00 am
 - d. Crazy Hair Day and Costume Day: Deferred to April 21 & 22 due to pictures
 - e. Earth Day: The children will come to the Media Room in the building to read Earth Day stories. Parents are needed to assist. A sign up sheet is posted in the lobby.
 - f. Spring Cleaning Day: Scheduled for Saturday, May 15 starting at 8:30 am.
 1. Projects include: setting up outdoor classroom, fixing the shed (it needs to be disassembled and reassembled), and other cleaning maintenance activities. A shop-vac, blower, and other equipment are needed. Check with Becca for details. Parents, family, friends are encouraged to participate. This is a great way to earn your parent participation hours!
 - g. Kids CDs: DT is requesting copies (2 if possible- 1 for each room) of children's favorite CDs for use in the classroom.
 - h. Administrative: Alix was in the program over 40 hours (3/29-4/9) and Dana ~20 hours.
- IV. Fundraising

- a. Book Fair and Silent Auction: Jamie needs to get contact information/details for book sale fundraiser and silent auction from Isabel and will then work on scheduling etc.
- b. Raleys and Bel Air Quality of Life Script: Parents can see Jamie to get a card. Jamie is also going to put a note in the newsletter about the cards. When registering the cards, Desa indicated that parents can also register other credit cards (Macy's, American Express etc.).
- c. Donations: Kid Ease may not have 501(c)(3) status, which allows donating organizations to claim a tax deduction. Neva and Jamie are going to look into what needs to be done to obtain this status.

V. Parent Participation Report

- a. Fact Sheet: Molly has created a draft parent participation fact sheet for review. She is going to incorporate comments she has received and insert in the sign-in binders/on the Kid Ease website.

VI. Budget Report

- a. Mail: United way sent a list of parents that contributed in 2009, Neva suggested we write a thank you note.
- b. Mail: Entertainment book information came in the mail; Jamie is going to look into it as a fundraising option.
- c. The mysterious 2008 United Way check Molly found in the Relays bag was resent by United Way and cashed by KidEase.
- d. Neva handed out the March 2010 summary and the 2009 annual statement and proposed investing \$25,000 in a Golden 1 CD, about half the money currently in the KidEase account. \$25,000 is about our annual costs (not including parking) last year and would provide a sufficient safety net of reserve funds. Neva proposed investing in two parts; \$12,500 now in a 24 month CD at 1.25 APR which will yield about \$300 over 2 years. The second installment around the end of the year when rates are hopefully higher. Request to have item added to next months agenda for consideration by board.

VII. Open Forum

- a. Teacher Appreciation week is May 3-7. Diane is going to prepare a plan for showing our appreciation to the teachers this week. Parents will be encouraged to provide donations with Kid Ease supplementing those donations (less than \$400)
- b. Contract negotiations-
 - 1. Alix pointed out that other DT boards and non-profits have liability insurance covering Board members. Desa will look into getting quotes and coverage information. Other Board members looking into whether other non-profits have this insurance. This will become an action item for vote at a future meeting.
 - 2. Becca not longer needs to do daily child/teacher ratios
 - 3. Alix to pay for teacher parking permanently

- c. Update bylaws
- d. KidEase website updates- Johanna not in attendance
- e. Goals for 2010 Board- not discussed

VIII. Next Meeting

- a. May 11, 2010, noon to 1:00pm, Conference Room 110, Cal EPA headquarters.

IX. Action Without Meeting

- a. April 5, 2010, Kid Ease Board approved via email a tuition increase of \$5.28 p/week p/child beginning June 1, 2010.