

Kid Ease Parent Board Meeting
General Session Minutes
October 12, 2006

Attendees:

Board Members:

Beth Stern
Terri Wyels
Marshalle Graham
Desa Donahue
Dave Mehl
Michael Lauffer

Parents and Members:

Hafizur Chowdhury
Meirve Davey
Erin Mahaney

Discovery Tree

Rebecca Foster
Lori Stafford
Alix Hall

Agenda:

- I. Introductions
- II. Review and Approval of Minutes – September 13, 2006 minutes were approved.
 - Action items discussed
- III. Open Forum
 - It was brought up to shorten the board meeting every month to one hour from 12 – 1 pm. This was going to be discussed with Becca.
 - The situation with the kids jumping the wall and coming into the DT playground was handled very well by DT staff. **Action Item:** Marshalle will follow-up with Becca as well to see if there are any opportunities for improvement (e.g., security, communication).
- IV. Kid Ease Website
 - The website is ready to go. Meivre Davy showed us what she has so far and it looks great. **ACTION ITEM:** Marshalle will provide additional information, agenda, final meeting minutes (Wyels), tuition increases, contracts, etc, as requested by Meirve.
- V. Treasures Report
 - The status of the budget was reviewed (e.g., updated data).
 - It was discussed that we should reevaluate the budget and solicit ideas where to spend the funds. **Action Item:** This will be discussed at the next meeting.
- VI. Scholarship Program

Scholarship program was approved with changes and will be rolled out with DT's dedication and plaque in remembrance of Julie Kuhn on October 26th at 12:00 p.m. **Action Item:** Marshalle will make the corrections, forward the updated documents to Elisa, Dave, Becca and Alix, and attend the dedication to provide the update to staff.
- VII. Discovery Tree Operations Update
 - Enrollment as of 09/06: Infants – 10; Toddlers – 13; Pre-school – 41;
Total - 61
 - Cal/EPA – 50 (74%); State – 9 (13%); City County – 0;
Private – 2 (3%) Employee – 3 (4%)

- Waiting List Activity (Additions as of October 2006)

Group	Sibling	CAL/EPA	State	Private	Enrolled
Infant	0	3	3	0	3
Toddler	0	1	0	0	0
Pre-school	0	1	0	0	1

- Waiting list total: Siblings - 10; Infants - 83; Toddlers – 42; Pre-school – 83

Discovery Tree Report

- Picture day was a success.
- DT is requesting that teachers only have to come every other month. Discussion and action item ensued regarding change in meeting schedule. It was approved to have Alix/Becca come to every other board meeting. Lead teachers will come as needed by either Kid Ease or DT. DT will email board meeting notes, to board members, by the Monday before board meeting.
- New parent handbooks are out and they need to be signed and returned.
- Reminder that you will be charge a late fee of \$10 if you have not paid your tuition by Tuesdays.
- Becca will provide wish list w/prices, of items they want for daycare, to Kid Ease by next board meeting.

VIII. Treasures Report

- See attachment.

IX. Fundraising

- The Book Fair was held on October 10-11th, 2006. We made \$\$\$ (Marshalle). Books are Fun proposed another one day fair on Monday, December 12th. **ACTION ITEM: Marshalle will talk to Tamarin re having book fair on Mon, Dec 12th, day before Silent Auction.**
- Entertainment Book sales are still going on. The cost is \$40 per book. DT parents have sold 56 books to date.
- Kid Ease will not be selling See's candy anymore.

X. Parent participation

- Database is still being worked on. We will try to have access to database through Kid Ease website. **ACTION ITEM: Beth will send out an email to parents re status of Parent Participation.**

XI. Board Election Committee

- There are many board members stepping down and Kid Ease will be looking for new parents to step up. **ACTION ITEM: Marshalle will look for someone to lead the committee.**

XIII. Next Meeting

- November 9, 2006 from 11:30 a.m. to 1:00 p.m. in the CalEPA Building Training Room 2 East and West.

Old Action Items

- Work is continuing on the new parent package (Elisa and Terri W.) need update
- The addition of the plaque on the preschool side to commemorate the playground (Marshalle will ask Phil about the status and Lisa Barry offered to help) - In progress
- Andrew will help Becca create separate e-mail groups for the different children groups (e.g., toddlers, infants, littles, middles and pre-k).-I n progress

New Action Items

- Marshalle will try to find a person to be in charge of election committee.
- Marshalle will provide additional information, agenda, final meeting minutes (Wyels), tuition increases, contracts, etc, as requested by Meirve.
- Beth will send out an email to parents re status of Parent Participation.
- Marshalle will talk to Tamarin re holding book fair on Mon, Dec. 12.
- Confirm with board that new schedule of 12 – 1 pm will start in the new year with the new board.

*** The next meeting will be held on Thursday, November 9, 2006 from 11:30 to 1:00 p.m. in the CalEPA Training Rooms East & West. Please come join us!**