

DRAFT Kid Ease Parent Board Meeting
General Session Minutes
July 13, 2006

Attendees:

Board Members:

Terri Wyels
Andrew Hurst
Marshalle Graham
Desa Donahue
Dave Mehl
Michael Lauffer
Beth Stern
Elisa Levy
Denise Davis

Parents and Members:

Diana Phelps
Michelle Martin
Hafizur Chowdhury
Lisa Barry
Marie Kavan

Discovery Tree

Alix Hall
Rebecca Foster
Lori Stafford
Laurie Adkins

Agenda:

- I. Introductions
- II. Review and Approval of Minutes – May 11, 2006 and June 8, 2006 Minutes were approved. Changes to the minutes included correcting the date and the reference to Becca’s time off in the June minutes.
 - a. Action items discussed
 - Marshalle is continuing to work with Meirve Davey to create a Kid Ease website. Marshalle will change the request domain name to include “KidEase.org.” The Board approved the expenditure of \$214.80 for the domain name and hosting for two years.
- III. Open Forum
 - Expanding the Google group to include Alix and Becca (ACTION ITEM). Andrew will also help Becca create individual groups of the children groups to notify parents of such things as taking walking field trips.
 - Website update: Include on the site, meeting notes, newsletters, monthly menu and any other information regarding monthly DT activities (also discuss with Becca and Alix).
- IV. Teacher Reports
 - The infant room is having a change in staff. Bridget will be leaving on August 2nd and Melissa will be her replacement.
 - Water and sprinkler play will be implemented in the coming weeks due to the warm weather. Unfortunately, there will not be a pool due to the need for a 2 to 1 child/teacher ratio.
 - Piano Man will be here once a month on a Friday in the preschool room.
 - Lori Stafford will be the new lead teacher on the infant/toddler side.
- V. Discovery Tree Operations Update
 - Enrollment as of 07/06: Infants – 11 Toddlers – 12 Pre-school – 42;
Total - 65
 - Cal/EPA – 48 (71%); State – 12 (18%); City County – 0;
Private – 4 (4%) Employee – 2 (3%)

- Waiting List Activity (Additions as of June 2006)

Group	Sibling	CAL/EPA	State	Private	Enrolled
Infant	2	1	2	0	0
Toddler	0	0	0	0	0
Pre-school	0	1	1	0	0

- Waiting list total: Siblings - 16; Infants - 68; Toddlers – 41; Pre-school – 80

Discovery Tree Report

- DT would like to thank all of the Board members and families for all of the kind words and help that you have given us these last few weeks.
- We are still doing some interviews for the toddler program and hope to have a new teacher very soon. We are not rushing the process, but we would like to make things as normal as possible for the children
- Status on new parent info packets about KidEase. Elisa is working on them with Terri W. and will provide an update at the next Board meeting.
- We have hired a new teacher for the infant room. Melissa Turner will be working in the Infant room. Melissa has an AA in Child Development and has over six years experience in the field.
- Elizabeth Downey will be working in the Preschool for Jennifer while she is on maternity leave. She has over two years experience and an AA degree in Liberal Arts and Humanities. Elizabeth will be starting part time next week so that we can train her properly.
- Darci will be back and filling in starting July 24th.
- Becca’s vacation starts on July 20th and she will be back the first of August (correction to reference in July meeting minutes).

VI. Treasures Report

- See attachment (please scan in).

VII. Scholarship Committee

- The scholarship committee has come to the decision that a Pilot Program will work for both the: 1) Julie Kuhn Scholarship Fund for teacher continuing education and 2) a partial scholarship for a preschool student before they enter their first year of kindergarten. Both programs will be implemented as pilot programs for the first year. That provides the opportunity to evaluate and make any necessary adjustments and determine whether they are effective.
- The Board approved the concept for the Julie Kuhn scholarship program with funding not to exceed \$1,500 annually. The funding is based on conversation between Dave M. and Becca regarding the needs of the teachers taking classes.
- Additionally, the Board approved the concept of the pre-k scholarship program with funding not to exceed \$4,000 annually.
- ACTION ITEM – The committee will bring a discussion item with additional details to the next meeting.

VIII. Contract Committee Update

- The contract committee continues to work on the lease agreement with Department of General Services (DGS) including the painting service.
- Possible mural in the infant room.

IX. Fundraising

- Book Fair will be October 10-11th, 2006. This will be the only book fair before the December holidays.
- Entertainment Book sales will be starting in July and will be at a cost of \$40 per book.

X. Parent participation

- Database is still being worked on. ACTION ITEM – Update at the next meeting.

XI. Teacher Appreciation Update

- Will be addressed at next meeting.

XII. Next Meeting

- August 10, 2006 from 11:30 a.m. to 1:00 p.m. in the CalEPA Building Training Room 2 East and West. ACTION ITEM – Marshalle will follow-up on conference call opportunity

Old Action Items

- Marshalle will follow-up on website development -- In progress.
- Marshalle will check with Michael Lauffer regarding adding Alix/Becca to google group -- In progress.

New Action Items

- Work is continuing on the new parent package (Elisa and Terri W.).
- 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)...
- Marshalle will sign the contract with DGS for the continued use of the DT facilities and this was voted on via e-mail during the last part of July.
- Michael Lauffer will include Becca and Alix in the Google Group.
- Andrew will help Becca create separate e-mail groups for the different children groups (e.g., toddlers, infants, littles, middles and pre-k).
- Marshalle will follow-up on conference call opportunity.
- A motion was made and approval was given via e-mail on July 20th to authorize the expenditure of no more than \$375 for the repair of the stove and refrigerator at the school.
- Marshalle will follow-up on the following items for DT:
 - Letter re: trash service from Thomas Properties;
 - Painting interior walls (DGS and Thomas Properties); and
 - Gaining approval for the requested mural (DGS and Thomas Properties).

*** The next meeting will be held on Thursday, August 10, 2006 from 11:30-1PM. Please come join us!**