

DRAFT Kid Ease Parent Board Meeting
General Session Minutes
August 10, 2006

Attendees:

Board Members:

Sally French
Andrew Hurst
Marshalle Graham
Desa Donahue
Dave Mehl
Michael Lauffer

Parents and Members:

Diana Phelps
Hafizur Chowdhury
Analisa Bevan

Discovery Tree

Alix Hall
Rebecca Foster
Lori Stafford
Laurie Adkins

Agenda:

- I. Introductions
- II. Review and Approval of Minutes – July 13, 2006 Minutes were approved.
 - a. Action items discussed
 - The Board has approved and paid for the domain name of Kid-Ease.org for two years. Marshalle is working with Meirve Davey to get the site up and operational.
 - Elisa and Marshalle have signed the Discovery Tree Contract for an additional 3 years.
 - The Department of General Services lease agreement was signed for an additional 5 years.
- III. Open Forum
 - Expanding the Google group to include Alix and Becca (ACTION ITEM). Need to ask Michael L. - Completed
 - There was a request to combine the tuition cost of State and Cal EPA into one. The Board considered the request, and determined that the existing 3 separate tiers were fair based on the contract and to offer competitive rates for individuals in the Cal EPA Building (who sponsors the center). If you have any additional questions, please contact Elisa or Marshalle.
 - Due to the increase in the contract rate for monthly rent with the building and a cost of living increase for the teachers, tuition was increased. This rate is effective September 15th and Becca has completed new tuition rate sheet, including prorated statements for September. This was made available to parents in the binders during the August month.
- IV. Teacher Reports
 - Lea is the new teacher on the infant room and Christa will be assisting on Mondays and Fridays.
- V. Discovery Tree Operations Update
 - Enrollment as of 08/06: Infants – 11 Toddlers – 12 Pre-school – 38; Total - 61
 - Cal/EPA – 48 (71%); State – 9 (18%); City County – 2; Private – 4 (4%) Employee – 2 (3%)
 - Waiting List Activity (Additions as of July 2006)

Group	Sibling	CAL/EPA	State	Private	Enrolled
Infant	1	3	2	2	0
Toddler	0	0	0	0	0
Pre-school	0	0	0	0	0

- Waiting list total: Siblings - 17; Infants - 75; Toddlers – 41; Pre-school – 80

Discovery Tree Report

- We are fully staffed. There are new schedules in the infant and toddler rooms as well as in the preschool.
- Heather Senecal is the new teacher in the toddler room. Her hours are 9-6, she has over two years experience and a Bachelors degree in child development.
- Painting was finished on August 10th and the rooms are getting back to normal.
- Carpets were cleaned on August 18th.
- Remember that the re-enrollment fee is due the month of August. \$40 per child and \$60 for a family. If you paid more than this, please discuss reimbursement with Becca.
- We will be booking fall pictures next week for some time in mid September.
- Pepper is a volunteer that was helping in the preschool Wednesdays and Thursdays the week of August 7th and 14th.

VI. Treasures Report

- See attachment (**please scan in**).

VII. Scholarship Committee

- The planning phase of the scholarship/teachers' education fund is in the final stages and will be comprised of two components.
- There is a three (3) page Scholarship Availability Form available for all teachers if interested. This Form goes over the application process and the eligibility requirements the teachers must meet.
- ACTION ITEM – The committee will bring a discussion item with additional details to the next meeting.

VIII. Contract Committee Update

- The contract committee has signed both contracts with DGS and DT.

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. Note: Please make checks to Kid Ease.

X. Parent participation

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

XI. Teacher Appreciation Update

- a. Andrew is currently working on teacher appreciation. Update at the next meeting.

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XII. Next Meeting

- September 14, 2006 from 5:30 p.m. to 6:30 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.)- In progress – 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
- 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.- Completed
- Michael Lauffer will include Becca and Alix in the Google Group.- Completed Also, regarding the question about being able to send via the Google Group. You can only send from the e-mail account that is registered with the group.
- Andrew will help Becca create separate e-mail groups for the different children groups (e.g., toddlers, infants, littles, middles and pre-k).-In progress
- Marshalle will follow-up on conference call opportunity.-Completed
- 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.-Completed
- Marshalle will follow-up on the following items for DT:
 - Letter re: trash service from Thomas Properties;-Completed
 - Painting interior walls (DGS and Thomas Properties) - Completed; and
 - Gaining approval for the requested mural (DGS and Thomas Properties).- Completed

New Action Items

Please list them here...

*** The next meeting will be held on Wednesday, September 13, 2006 from 5:30 to 6:30 p.m. in the CalEPA Training Rooms East & West. Please come join us!**