

Kid Ease Parent Board Meeting
General Session Minutes
January 11, 2007

Attendees:

Board Members	Parents and Members	Discovery Tree
Andrew Hurst	Sally French	
Elisa Levy	Phil Wyels	
Jenny Kennedy	Anne Hartridge	
Analisa Bevan	Erin Mahaney	
Michelle Martin	Matthew George	
	Marshalle Graham	
	Diana Phelps	

Agenda:

I. Introductions

II. Review and Approval of Minutes

December 14, 2006 minutes were approved.

III. Open Forum

Moved to the end of the agenda.

IV. Discovery Tree Operations Update

Elisa Levy & Alalisa Bevan met with Becca to discuss several items noted in the Parent Board duties document.

- The Kid Ease President will attend a portion of teacher staff meetings on a quarterly basis starting in Feb. 2007.
- Kid Ease would like to brainstorm/survey parents for a wish list on program enhancement activities. Parents raised concerns about not being asked before an activity is brought in that costs additional money.
- Duties state that the Kid Ease President welcomes new parents. However, only siblings are being enrolled at this time. Meet & Greet will still occur as an annual event.

Reimbursement for Umbrellas – the invoice has not been reimbursed by Kid Ease. Andrew Hurst will check the status of the reimbursement.

Actions: Voted to approve the reimbursement of the umbrellas.

Fire Marshal Inspection Findings

New Blinds – the current blinds do not meet requirements by the Fire Marshal because it does not allow the exit door to open in the toddler room. Andrew Hurst will review the proposal to ensure it makes sense and includes installation costs.

Actions: Voted to authorize expenditure up to \$1,500 to remove and replace blinds.

Exit Sign & Door Panic Bar Removal in Toddler Room – There are currently two exit doors in the Toddler Room. The Fire Marshal requires removal of one of the exit signs and door panic bar removal in Toddler Room because items are blocking the door and they say it's not an exit. Andrew Hurst will follow up with Cal/EPA's safety officer to clarify and ensure the correction of this requirement.

V. Fundraising

Silent Auction proceeds exceeded \$7,000. Charlotte Clark, the new Fundraising Committee Chair will meet with committee to discuss what worked well, what didn't and will start to develop a list of what needs to be done for this year.

Discovery Tree Wish List

1. 2 collapsible quad strollers - \$400 each
 - current strollers are big and not in great shape
2. desktop copy/fax/printer machine
 - concerns about would be responsible for the supplies and maintenance
 - Michael Lauffer will research and present back to the Board at its February 2007 meeting.

Several other items were on the wish list. Analisa Bevan volunteered to draw up a proposal of big ticket items and research the costs of them.

VI. Budget Report

Andrew Hurst indicated there was nothing to report. He said he would visit the Bank shortly to get his name as signature authority on Kid Ease bank account.

VII. Julie Kuhn Scholarship Program Update

Andrew Hurst is the Committee Chair. Eligible reimbursement costs include Early Childhood Development and other related classes, books and materials. Some parents raised concerns about the reimbursement for parking. The Julie Kuhn Scholarship Program Committee will discuss this issue over email and will have a vote at its February 2007 Board meeting.

VIII. Parent Participation

Beth can't send the database over email. Jenny Kennedy will contact her to figure out logistics to get it to her.

IX. Storage of Electronic Files

Michelle Martin checked with Mervie Davey (Kid Ease Website Webmaster) to check space and password protected page for electronic documents. Mervie Davey said there is plenty of space and developed a password protected page for Kid Ease Board Members. Michelle Martin will verify with DT and Kid Ease President for the posting of non-confidential and confidential documents.

X. Google Group for Parents

Michael Lauffer will make a presentation on how it works at the February 2007 Board meeting.

Open Discussion

Phil Wyles suggested that the board consider resetting the priority list in the infant room to allow an easier return for a prior DT teacher. The board agreed to review the DT-Kidease contract and have further discussion at a later meeting.

XI. Future Kid Ease Meeting Dates

Thursdays are difficult for a few Board Members. Analisa Bevan is proposing to change the meeting dates to the second Wednesday of each month. She will send out an email to everyone to get a consensus.

XIII. Next Meeting

February 8, 2007 at 12:00 p.m. in the 2nd Floor Training Rooms