

Kid Ease Parent Board Meeting
 General Session Minutes
 February 8, 2007

Attendees:

Board Members	Parents and Members	Discovery Tree
Andrew Hurst	Marshalle Graham	Becca Foster
Elisa Levy		
Jenny Kennedy		
Michelle Martin		
Charlotte Clarke		

Agenda:

I. Director's Report

Becca Foster stated that she would like Discovery School to close for a half-day on Friday, February 9, 2007 so the school could be thoroughly sanitized due to the number of individuals (both children and teachers) that have been quite sick. After some discussion, Becca and the Board agreed that it was in the best interest of the health and safety of our children and teachers to close early. Andrew Hurst will ensure that the carpets will get cleaned and asked Building Management to clean the carpets. Board President will send email to parents notifying them of the school closure.

- Dentist - Due to the school closure, Becca will cancel and reschedule dentist visit until March 2007.
- Pictures - Pictures will occur with on March 7 and 8. The theme will be either a pajama theme or jungle theme.
- Staff Changes - Teacher Heather (on toddler side) will be leaving on February 9, 2007. Teacher Annika will take over Teacher Heathers position. Teacher Lena will be a permanent sub teacher on the preschool side. DT is currently seeking a permanent support staff person. The Discovery Tree organization is currently short 3 directors. Becca will temporarily help staff the other school on Monday and Friday mornings.

II. Introductions

III. Review and Approval of Minutes

January 11, 2007 minutes were approved.

IV. Open Forum

- A reminder was given to the Backup Secretary, Michelle Martin, to post a Kid Ease Board Meeting Sign at DT's entrance at beginning on the week of any given Board Meeting.
- Charlotte Clark will look for a storage unit for the Silent Auction items.
- Elisa is working on a date in March 2007 for the Meet and Greet.

V. Fundraising Report

Silent Auction Feedback Meeting was held. They discussed what worked well and discussed how to get more parents to participate. Charlotte Clark and Jenny Kennedy will meet to discuss way to get parent participation.

Wish list items will be postponed until the next meeting. Board is considering allocation each teacher a certain amount each year.

Printer/Copier/Fax Machine Status – Andrew Hurst and Michael Lauffer will work together to figure out if a Hewlett Packard is a better option. Dell has limitations – supplies must be ordered directly from Dell.

VI. Budget Report

Andrew Hurst said everything balances.

- Blinds - Alix Hall will measure the current windows and curtains and get back to Andrew.
- Door - Property Management will talk to the Fire Marshall to see if the panic bar must be removed. Andrew will follow up.

VII. Julie Kuhn Scholarship Program Report

Nothing to report at this time.

VIII. Google Groups for Parents

Postponed to next month's agenda.

IX. Parent Participation

Jenny will start a new parent participation database. Marshalle will provide a sample letter to Jenny.

X. Next Meeting

Thursday, March 8, 2007 at 12:00 p.m. in Conference Room 210 at the Cal/EPA Headquarters Building.