

Minutes
KidEase Special Board Meeting
March 4, 2008
Noon to 1:00pm
CR 110

Attendees:

Charlotte Clark, Desa Donahue, Elisa Levy, Patricia Moore, Lisa Chiladakis, Leanne Kringer, Isabel Baer, Erin Mahaney and Analisa Bevan

1. Parent Participation
 - a. Desa described a letter that will be distributed to parents asking them to provide their e-mail address so they can be added to the Google Parent List Serve. She expects this letter to go out within the next few days.
 - b. The group discussed the proposal to change the requirements for parent participation. The new requirements would allow parents to choose 2 of 3 options. These options would be (1) an annual payment of \$50, (2) 12 hours of volunteer work in the school (or donations to the school where \$10 worth of items equals one hour of time), or (3) items for a basket for the Silent Auction that can be sold for \$50 (items may be packaged in a basket or provided separately and packaged by Silent Auction volunteers). The requirements would be per family, regardless of the number of kids in the program. Desa will develop a form for parents to fill out whenever they conduct activities that fulfill these requirements and will use these forms to track participation. The tracking program will be posted with identification numbers for each family so that families can track fulfillment of their participation obligation.
 - c. The group also discussed consequences of failure to fulfill the participation requirement. Board members will review the parent contract to confirm that parent participation is a requirement as agreed to in the contract. The group also suggested that a gauge of success be posted that shows the percentage of families fulfilling their participation obligations and that those making a contribution be recognized on the Parent Board bulletin board and in the monthly newsletter.
2. Fundraising
 - a. The group discussed priorities for spending funds. These included a shade structure for the toddler play area, items for the school that are not provided by Discovery Tree (durable toys and building fixtures that would remain if Discovery Tree were no longer our provider), enrichment classes like yoga, Spanish, etc., additional field trip opportunities. It was requested that the Board explore more funding opportunities that could benefit the infant and toddler sides of the program.
 - b. Charlotte described plans to get the word out earlier this year about the silent auction with suggestions for themed baskets and requests for volunteers. We discussed different ways of communicating with parents through signs in the lobby near the sign in sheets, e-mails on the Google group, and fliers in the sign-in book and articles in the monthly newsletters.

- c. The group reviewed some of the items funded in 2007 by the Board; these included replacement of the refrigerator, new quad strollers for the infants, new tricycles and other durable play items, other maintenance items for the school.
 - d. Additional suggestions made included: provide pre-printed “gift tags” so parents donating items for auction can fill out who the items came from; consider a lower participation requirement for families with infants; the Board should ask Becca if they have a wish list for items for the school this year; the Board should review materials given to new families starting at Discovery Tree to ensure they are helpful in encouraging parent participation.
3. Other Items
- a. The group discussed the role of the Google Groups e-mail list. Specifically, Board Members suggested that it should be used more (at least once a month) to announce KidEase Board meetings, Parent Participation opportunities, and Fund Raising activities, as well as updates to the KidEase website. Responsibility for managing the Google Groups e-mail list will transfer to the Vice President (Leanne Kringer) and the Back Up Secretary (Linh Nguyen).
 - b. A Meet-And-Greet should be scheduled in April for the new Board to meet with parents and discuss broader parent involvement and priorities for expenditure of KidEase funds.
 - c. It was suggested that the Board purchase and install a white board to use for quick, short term announcements in the Lobby of the school (between the bulletin boards above the sign in sheets?).