

Draft KidEase Parent Board Meeting
General Session Minutes
March 11, 2008

Attendees:

Board Members:

Analisa Beven
Lisa Childakis
Stephanie Lee
Desa Donahue
Isabel Baer
Andrew Hurst
Elisa Levy

Parents and Members:

Susie Chung
Tammy Silva
Michelle Martin
Farrah Fadrigon
Trisha Moore
Eugene Mathis

Discovery Tree:

Rebecca Foster

Agenda:

I. Introductions

II. Review and Approval of Minutes

- a. 3/11/08 Minutes were approved.
- b. Action items were discussed.
 - i. The Google Group was created for the board and parents. It was suggested that something be posted in the lobby to inform new parents so that they may be added to the group.

III. Director's Report

- a. Discussed status of waiting list. Five infants had been added to the list.
- b. A credit has been added to each family's account for the two and one-half days the school was closed due to the kitchen fire. Actual amounts will vary by family.
- c. The building is shutting down early of Friday April 11. All parents need to pick up their children no later than 4:00pm.

IV. Evacuation/Closure Response

- a. There was an open discussion about the fire in the kitchen of the daycare.
- b. The board recognizes the fabulous job the staff of DT did in responding to the fire in the daycare.
- c. Becca explained the staff's response to the emergency and the subsequent response of the parents.
 - i. The teaching staff cleaned the school on Friday from top to bottom, washing everything that could be washed. What couldn't be washed thrown out and replaced as needed.

- ii. Diapers that had to be thrown because of the smoke were replaced at no cost to the parents.
 - iii. Becca, Alix, and Dana spent a majority of their Easter weekend at the school so that it would be ready to open the following Monday.
 - iv. Some parents created undue stress by expecting Becca and the staff to accommodate their children at other DT facilities.
 - d. The evacuation procedure and building notification system were discussed.
 - i. Andrew suggested looking into a mass notification system for DT that would notify parents in an emergency. This would free Becca up to deal with the emergency without having to call every parent.
 - e. It was discussed that there could be more chaos involved in an emergency like this if all the parents rushed to the daycare to help.
 - i. The board suggested creating an action team that would help coordinate with the school and parents.
 - f. A motion to create a subcommittee to discuss evacuation procedures was passed.
 - i. Andrew will chair that committee.
 - ii. Parents interested in participating on the committee should contact Andrew.

V. Budget Report

- a. Lisa will get Andrew to transfer the treasurer duties to her
- b. Becca notified the board that one of the dishwashers does not work and that potentially both may need to be replaced.
- c. The Board asked that Becca put together a wish-list of items needed for the school in order of priority.

VI. Parent Participation

- a. A motion was passed to create a parent directory as a resource
 - i. It would include parents' names, children's names, general location (such as Pocket, Davis), and phone number.
 - ii. Participation would be entirely optional.
 - iii. Desa will be in charge of putting it together.

VII. Open Forum

- a. The Meet-and-Greet has been moved to May 8 at 5:30 at the school.

VIII. Next Meeting

- a. May 13, noon to 1:00pm, Conference Room 110, Cal EPA headquarters.