

Draft KidEase Parent Board Meeting
General Session Minutes
October 20, 2009

Attendees:

Board Members:

Tammy Silva
Andrew Hurst
Isabel Baer
Diane Riddle

Parents and Members:

Discovery Tree:

Rebecca Foster

Agenda:

- I. Introductions
- II. Review and Approval of Minutes
 - a. No action taken.
- III. Director's Report
 - a. Enrollment
 - i. 9 infants, 15 toddlers, 36 preschoolers. There are 4 open spots in pre-k that Becca has offered and is waiting to hear back on.
 - b. It has come to Becca's attention that some parents have moved out of the building without informing DT. Parents need to be sure to provide current contact information at all times in the event of an emergency etc. In addition, changes in tuition fees may be needed.
 - c. **The contract/bylaws need to be reviewed to determine applicable tuitions for children whose parents have moved out of the building but continue to work for CalEPA or who continue to work in the building but no longer work for CalEPA (specifically Waste Board parents who will stay in the building but will be part of another agency in the near future). Any ambiguity in the contract will need to be resolved by the Board/DT.**
 - d. Back to school night is October 28 and will occur 2 times this year. Becca will send out an email with the time/details.
 - e. Pajama Day will be Friday, October 30.
 - f. Picture day will be Monday and Tuesday November 16th and 17th with Picture People.
 - g. DT is in the process of finding a teacher for the preschool. Elaine will continue to work in preschool until the replacement is hired and Constantine/Becca will staff the kitchen.
 - h. Parents need to remember to bring in clean bedding and extra weather appropriate clothes (2 changes of clothes, sweater/light jacket). Parents

should bring back any items they have borrowed ASAP (there are no extras at this time due to failures to return).

- i. If ant problem continues the building will have to caulk the walls at a cost of \$70/hr.
- j. There is an outstanding bill with the building for phone repairs.
- k. Becca requested that Lisa check if there is an extra parking spot.**
- l. Parents have requested KidEase Outreach material to understand what the Board does etc. Becca needs to get this information (electronically) from Elissa to distribute to parents.**

IV. Fundraising

- a. Silent Auction is November 10.
 - i. Suggestion cards are hanging in the lobby. Each family should try to donate the contents of one basket.
 - ii. Any additional donation items should be submitted ASAP.
 - iii. Projects for the children have been bought. They include canvases, a stepping stool, and table. Teachers should be completing projects soon.
 - iv. Isabel needs guidance on basket pricing, minimum bid etc.**
 - v. Assistance with assembling baskets and staffing the auction is needed. Parents should contact Isabel Baer ASAP if they are able to help.

V. Parent Participation Report

- a. No Report.

VI. Budget Report

- a. No Report.

VII. Open Forum

- a. Contract Negotiations
 - i. Elissa (or alternate) needs to follow up with Alix to discuss the contract (which is expired). Without action, the assumption is that the old contract will continue unchanged for the next 3 years.**

VIII. Next Meeting

- a. November 10, noon to 1:00pm, Conference Room 110, Cal EPA headquarters.