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|  | Our Children’s PlaceSeptember 2019 Board Meeting Minutes |

**Date: September 10, 2019**

**Board Attendees: Sean Aquino, Sierra Marcks, Monica Thomsen, Mark Saaelwaechter, Teacher Jenn, Kelley Hickey, Betsi Santos, Jose Hagevoort, Wendy De Leon**

**Absent: Rhiannon Morgan and Molly Reilly**

**Called to order: 7:15 p.m.**

**Parliamentarian**

* Jose read a beautiful inspirational quote from the Dalai Lama on appreciating every single day!

**Teacher Director Report**

* Provided an update on Student development and reminded us to call her if anyone feels uncomfortable picking up a child when they do not want to come inside. Giving the children the option to do it themselves or holding your hand has worked for some children in the past.
* The Bachman’s are interested in Pre-K for Dash. They will check their schedule and let us know.
* Photo Day – Group photo will take place at 9a and we will use a sign-up tool for individual photos. We will need a substitute for the day. Proposing Monday 10/14 to Membership as the date for Photo Day.
* Protocols Discussion – We must be more careful to follow proper protocols when making big decisions. Email works better than Band for discussion on big items but all big decisions should be made in person at the Board Meeting.
* Pickle ball Visitors – We absolutely cannot allow any outside patrons into the classroom. A Pickle ball Player used our sink last week and we cannot allow that to happen again.
* Logo Redesign: Tak offered to do a logo redesign for us! We will bring this up at the Membership meeting.

**President Report**

* Requested changes to the OCP School Calendar 2019-2020 for Membership vote:
	+ 10/14: School Pictures
	+ 10/18: Halloween Field Trip
	+ 10/30: Barnes and Noble Parade and CPK Fundraiser for Lunch
	+ 11/6: Parent Enrichment Night
	+ 11/16: Yard Sale
	+ 12/8: Holiday Party
	+ 2/14: Valentine’s Day Party
* Mosquitos: We will notify the City that although the restrooms are dry we still have a Mosquito issue at school. We will also reach out to Vector Control for an inspection of the school. We will start diffusing oils at school to see if that helps with the problem in the meantime.
* CA Council Participatory Nursery School: If an issue arises and we are unsure of how to approach it we should use the CA Council Participatory Nursery School as a resource. Just let Sean know.
* City Parks Board/City Council: We will schedule a date to make a presentation to the City Parks Board thanking them for their partnership. Sean will email Parks and Rec Director.

**Secretary**

* OCP Swag and Vendor Protocol: We need to develop a Vendor Procedure for any vendor needed in the future. We will ask Molly to see if she can take an initial stab at development for the handbook.
* Number of outside parents: When more than 5 kids are outside two parents should be outside with the children and in general the 2nd parent should be the Dish Parent. We will bring this up in the Membership Meeting and ask to amend the Handbook with this guideline.

**Vice President Report**

* Missing Jobs: Costume Care (we will ask Tak if she is interested in helping with this) and Purchaser (currently Teacher Jenn is handling this).
* Next Housekeeping should actually be a Shed Cleaning and we should take the opportunity to get rid of items for the Garage Sale.
* Earthquake: New Kits are needed – Sierra will price out new kits and determine if a $15 fee is necessary annually. Sierra will begin earthquake drills with the kids next month.

**Treasurer Report**

* Budget Vs Actual Expenses: Year-to-Date the school is doing well with expenses and income.
* Tax Filing: Previous years missed Tax Filings have been resolved and a $6,000 penalty has been avoided. This year’s filing is due in November, on track for a successful filing.
* OCP Audit: 4 items were found, 1 remains outstanding (a $44 QuickBooks fee)
* Payroll Expenses: Currently a $190/month fee, which seems high for one monthly check. Mark will research other ways to process payroll.
* Treasurer Recruitment for 2020/21: We need to start thinking about a family to take over this role next year. This will be mentioned at the Membership meeting.

**Potential Membership**

* Unable to fill Mondays – We will announce the need for more Monday families at the membership meeting to see if anyone wants to switch.
* Mondays at a Discount: We would like to avoid offering discounts for tuition

**Current Membership Report**

* Purple Folders for next year: Monica will put together her ideal packet for the Purple Folders moving forward.
* Shred Archive: Monica will be shredding anything older than 3 years.
* Band – Monica will reach out to the two missing families via text in hopes to get everyone on the App.

**Fundraising**

* First Fundraiser (Breaking Breadsticks on 9/13): Kelly will update us on Set-up time
* Yankee Candle September is going well and next month will be a Bag fundraiser
* Holiday Fundraiser: Sunday December 8th was proposed for the Holiday Party at Lucky Strike. We need to find out if outside food would be allowed.
* Yard Sale @ Aquino Home on 11/16: We need volunteers to help set-up and sell. If no, perhaps we can offer volunteers the ability to count as a Housekeeping shift.

**Meeting adjourned at 9:40 p.m.**