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

**Date: July 2, 2019**

**Attendees: Sean Aquino, Mark Saelwaechter, Taylor Poole, Teacher Jen, Molly Reilly, Sierra Marcks, Sean Aquino, Monica Thomsen, Rhiannon Morgan-Jones**

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

**Meeting Minutes**

* Sierra made motion to accept June Membership meeting minutes, Sean seconded, motion passed

Inspiration – don’t have a parliamentarian, will assign to a new family

Mateo Flores – dropping out because found a co-op

**Teacher Jenn**

* Started a supply list but will wait until we move in to finalize list
* Wants to do a new birthday chart, Monica will provide
* Incident reports – TJ felt it was awkward to hand an incident report to the parents and it was also hard to write the incident report in the middle of school. Board discussed and did not believe incident reports were used before this last year, but did believe it was important to document incidents that happen between kids. Everyone agreed that TJ would document incidents after school so that we have a record of what happened but it was not necessary to share with the parents.
* August playdate is being moved from 8/1 to 8/7.
* Teacher Jenn will pass out welcome letter at orientation and will include the theme for each month.

**President – Sean**

* Welcome and thank you, want to create a great school for the kids.
* During orientation would like to focus on play-based school, how to interact with the kids, how different activities help kids and how we can deal with different situations at the school
* Calendar – Last day of school will be Thursday, May 21. Going and Growing will be on Saturday, May 23rd which is Memorial Day weekend. Will need to have someone go right when the permit office opens to get the permit
* Construction update – Sean talked to both Parks and Rec and Public Works. Public Works is the department that will bid out the work and unfortunately still could not provide a timeframe for the construction. Said it will likely take 6 months and will probably only get 1 month notice. City has to go with the best bid which could be from a contractor that is not available right away, so is just very hard to predict. We will let the membership know at orientation that it will be happening during the year.
* Will review everything in the shed on 8/3

**Secretary Report**

* Will review handbook and provide updated copy to Rhiannon to put on the website
* Monica will prepare form for parents to sign acknowledge where the handbook is located (on the website) and that they are responsible for reading it.
* Molly will prepare quiz for the first membership meeting

**VP Report – Sierra**

* Completed the jobs survey. Most jobs have been assigned (or people are keeping their prior jobs), there are still some remaining but will distribute
* Jobs binder audit – Tracie put everything on a thumb drive which Sierra will review and distribute. CCPNS job and Safety job have physical binders.

**Treasurer Report – Mark**

* Distributed budget for the year
* Filed paperwork with the bank to change signatories on the bank account. Bank said they would let him know if anything else is needed.
* Financial Review – Tracie (former VP) and Mark went through end of May 2019. They would meet every three months to go through the receipts. Sierra and Mark will meet and go through June finances either end of July or after school starts. There are still a few charges that need to be reconciled – Quickbooks has charged for payroll and another strange charge that he is trying to get reversed.
* Tuition invoices
* Received a notice from the post office that credit card is going to expire but are not sure which credit card is on file.
* Website fee was paid last year for 3 years

**Rhiannon**

* There are three open spots. Will reach out to Ryan Hewson and Maile Hicks as they were interested in attending
	+ **Live Scan**
	+ Discussed whether this was something we want done for all working parents. Karen had been researching it last year and trying to find if there was a cheaper way to do it (as we believe it costs about $100 per person).
	+ Believe it is too late to do live scans on everyone this year but think we should keep discussing it for next year. Could add the cost of live scan to the registration fee.
	+ Taylor looked into it and there seem to be low-cost options for volunteer organizations

**Monica – Membership Current**

* There are two families that have not gotten purple folders yet
* Will have directories, phone trees and other membership info ready for the orientation
* All of the old members enrollment information (purple folders) is kept in the shed. We are not sure how long we are required to keep this information but think much of it should be shredded since it contains personal info and also health info. We will try to look into law on how long we must keep this info and try to only keep rosters and sign-in sheets, but also determine how long we need to keep that info.
* Only two families that still need purple folders. Will send reminders to people to bring their purple folders to playdates.

**Fundraising – Taylor**

* Breaking Breadsticks – discussed having it at OCP park which everyone agreed would be a good spot.
* Schedule of fundraisers – Marcie left list of ideas
* Will switch Fun Run to 5/2 so it is not right before Going and Growing
* Will move Housekeeping on 5/2 to 5/9
* Will switch Auction to be earlier in April so it is not right before the Fun Run. Will do it 3/24 – 3/26.

**New Business**

* Discussed having the parent enrichment earlier in the year, and having maybe a parenting expert come talk. Sean and Taylor each have people in mind that they will reach out to. Could do November 6th as a possible date
* How to better support Teacher Jenn – will hand out a condensed version of day schedule at the orientation and make sure they are posted in the classroom
* Will do a monthly newsletter or email about what the kids are learning each month, and at the end of the month how it went, general overview of what is going on and instill the value of a play-based school.

**Meeting adjourned 9:35 p.m.**