

# NE IA MONTESSORI BOARD MEETING

<b>Meeting Date:</b>	Date: December 8, 2015 Time: 6:30	
<b>AGENDA ITEM</b>	<b>DISCUSSION AND MOTIONS</b>	<b>ACTION/RESPONSIBLE INDIVIDUAL</b>
<b>Board Members Present</b>	<b>Present: Andy, Jane, Kristin, Rachel, Tony, Erika</b>	
<b>Call to Order</b>	Meeting called to order at 6:36	Quorum Present
<b>Approval of Minutes</b>	November's minutes were approved as written.	
<b>HOS REPORT</b>	<p>Holiday-related items:</p> <ul style="list-style-type: none"> <li>● Discussion of gifts for guides.</li> </ul> <p>Enrollment:</p> <ul style="list-style-type: none"> <li>● Holding steady at 21 children in the environment. <ul style="list-style-type: none"> <li>○ One family recently switched to half-days</li> <li>○ One family considering change to full-days</li> </ul> </li> <li>● Discussion of changing ratios in February. Discussion of changing contract for staff incorporating this information.</li> </ul> <p>Student Workers:</p> <ul style="list-style-type: none"> <li>● NEIM needs additional student workers as several of our current workers are graduating.</li> <li>● We have a shortage of federally-qualifying work-study students.</li> <li>● Discussion of whether we can/should hire students as non-work study. <ul style="list-style-type: none"> <li>○ Funds: NEIM currently pays work study rates students at 35% of \$7.50/hr. Non work study would be \$7.50/hr and potentially payroll taxes. However, we would not have to pay subs, so we'd save money there. Quick estimates, however would be that this would cost us \$800/month, with the assumption that all of our student workers were non-work study.</li> <li>○ However, we need the hours for Jterm and we have an interested and qualified student (who doesn't qualify for federal work-study).</li> <li>○ Discussion of giving priority to work-study, but filling with non-work study students if necessary.</li> </ul> </li> <li>● Plan: we'll pilot having non-work study students for Jterm, but there is still a concern that our budget doesn't support it. We need to push to get more work-study students.</li> </ul>	<p style="color: red;">Erika will put a card at the Chamber and follow up with the family that proposed the giving tree idea.</p> <p style="color: red;">Jane and Claire's contract?</p> <p style="color: red;">Kristin will look into whether/what we have to pay for non-work-study students payroll taxes.</p> <p style="color: red;">Jane and Erika will write up a contract for our Jterm student worker (non work study).</p>

		<p>Andy, Rachel, and Tony will recruit and do work to try to find qualified work-study students on campus.</p> <p>Andy will check with the Student Activities Office to see if we can advertise this position on campus.</p>
<b>Treasurer's Report</b>	<ul style="list-style-type: none"> <li>● Update on spending, income, projected finances through the end of the fiscal year and cash on-hand <ul style="list-style-type: none"> <li>○ This month, we had expenditures of almost \$8000 because of two big bills → this puts us back in terms of the ground we gained with our end of the year estimates of debt.</li> </ul> </li> <li>● Kristin talked to Hacker-Nelson and we need to do the 2012-2013 annual IRS filing. We just need to estimate and do the best we can.</li> </ul>	
<b>President's Report</b>	No updates.	
<b>Committee Reports</b>	<p>Tony on Chamber of Commerce Data</p> <ul style="list-style-type: none"> <li>● He's meeting with Nikki tomorrow afternoon. He inquired about what else we'd like him to ask.</li> </ul>	Tony will send out a brief overview after his meeting
<b>Old Business</b>	<p>Weekly Schedule Options:</p> <ul style="list-style-type: none"> <li>● We need to discuss whether we want to have a consistent three day a week option at NEIM.</li> <li>● Discussion of impact on our budget, staffing, and enrollment <ul style="list-style-type: none"> <li>○ There are tradeoffs, but we'd like to investigate options</li> <li>○ We aren't ready to make a comprehensive decision about this</li> </ul> </li> </ul> <p>Summer Programming:</p> <ul style="list-style-type: none"> <li>● We believe we have interest and we are interested in giving people a flexible suite of options for the summer.</li> <li>● Claire has an interest in being the primary staff member.</li> <li>● Possibility of bringing in park &amp; rec summer employees that don't have enough hours. Then we'd have Claire and one worker each day.</li> </ul>	<p>Rachel and Kristin will begin drafting a survey with the goal of fact-finding about 3-day a week options, E1 options, and summer programming</p> <p>Erika will tell the family in question that we aren't ready to make a decision.</p>

	<ul style="list-style-type: none"> <li>● Kristin has done estimates on staff wages and income from students and how many students we'd need to cover our costs.</li> <li>● Discussion of the need to toe the line to maintain the integrity of programming → don't want it to be just a daycare.</li> <li>● The ideas of a theme per week was a popular idea and one that is appealing to parents, even if they don't need the care they might be inclined to enroll kids for a week if it is inline with one of their interests.</li> <li>● Question - will we do this all summer?</li> <li>● Form a summer programming sub-committee: Kristin, Jane, Rachel, Erika</li> </ul> <p>Outdoor space&gt;</p> <ul style="list-style-type: none"> <li>● Guides said they'd want a climbing apparatus and a large tree - perhaps a crab apple.</li> </ul> <p>Marketing:</p> <ul style="list-style-type: none"> <li>● A broad feeling that we need to do something.</li> </ul>	<p>Subcommittee meet/start planning.</p> <p>Rachel will contact the Community Foundation to see if this would be an appropriate focus for a grant proposal.</p> <p>Form and have a marketing committee meet ASAP. Jane will contact Shirley Vermace. Incorporate questions about marketing to parents in the survey.</p> <p>Kristin will also proceed with putting posters around town.</p>
<b>New Business</b>		
<b>NEXT MEETING:</b>	<b>Next meeting, January 12, 6:30</b>	