

## **NEIM September Board Meeting - November 15, 2016**

*Minutes prepared by Jay Raabe, NEIM Secretary*

Meeting called to order at 6:37 pm

Present: Jane Busch, Kristin Propson, Ryan Torkelson, Jay Raabe, Rachel Brummell, Ann Schaufenbuel, Tony Mutsune

Approved Meeting minutes as approved. Kristin moves, Jane Seconds, passes unanimously. Jane makes a motion to add Ryan Torkelson to the board, Tony seconds, no discussion, passes unanimously.

### **HOS Report:**

- **QRS** approval of level four certification.
- Need to replace/update the lock on Ann's door.

Action Item: Kristin will update lock and handle set on door.

- Parent/teacher meetings went well.
- Lunch supervision - hired a Luther student for min wage.
- After School supervision - hired Kristin Albertson and Mary Hosting for \$10/hr. Board approved.
- Ann discovered that Claire's contract includes lunch supervision responsibilities. Identify the need to review all contracts with all faculty/staff to align the hours with budget.
- Current cleaning staff leaving, Ann has posted an ad.

Action Item: Tony will cover cleaning duties in the short term to cover until replacement is found.

- Jenny's maternity leave - working with Upper Iowa U to find a properly certified teacher. \$12-\$15 range to be offered for replacement in ad.
- Jenny needs to attend meetings for 4-year-old Grant outside of regular hours and inquired about being compensated for time worked/childcare costs.
- NEIM will host Santa on Friday, Dec. 2 - 5:30 - 9 pm (ish)
- Roof top lighting for Downtown Betterment Association.

Action Item: Kristin will install/replace and set up lights for this year.

- Inquiries are beginning to come in for next year - Jane recommended taking all names in application beginning immediately.

### **President's Report:**

- Set up dates for Spring meetings: Dec 13, Jan 10, Feb 7, Mar 14
- Depot Grant Presentation - went to meeting with them, spent \$1400 for reimbursement.
- Formation of two committees: internally (budget) for Tony, Kristin and Ryan and external ((fundraising and marketing) for Rachel, Jay and Jane) focused

Action Item: Rachel will draft a document for the structure and purpose of these committees.

- Update on 5 Plates fundraising update - approx \$5,700 profit

### **Treasurer's Report:**

- Paid off half of line of credit, plans to pay remaining amount in the next month.
- Tuition is going well. Discussion about meeting tuition needs for family(ies) that are delinquent.
- Kristin and Ann are working on payroll and tuition together.
- Donation was given \$1000 for a new laptop for Ann.

### **Committee Reports:**

- Both internal and external committees will review the needs of supporting Ann to hire a lunch, latch-key and secretarial individual(s) to bring her total weekly hours below 40.

### **Old Business:**

- Four year old grant and tuition (Ryan and Rachel, with any updates from Ann)
- Compliance with overtime rule (Ryan, Kristin) Teachers are exempt if their primary duty is teaching. We need to clarify the role played by each staff member and tracking hours.
- Continue discussion about 4-year-old grant for appropriate tuition and salary considerations.

### **New Business:**

- Staff Christmas presents/donation at the Chamber

Action Item: Rachel will arrange the donation set up and card at the Chamber for staff.

- Holiday Parade Santa Hosting
- Contact Claire to create a schedule structure - Rachel will contact her

Adjourned at 8:51 pm

Next meeting is December 13th

