

NEIM Board Meeting - 10/11/16

Called to order 6:35

Quorum met

Rachel, Kristin, Theresa, Ann, Jane, Tony, Ryan, Jay

Minutes accepted

HOS report -

Iowa Department of Human Services

September 6th Becky Frost visited to re-license NEIM

We were successful, but a few things need attention:

- Emergency signage - done
- Sanitary practices for food service
- First Aid kit maintenance
- Steps on the West side of building - completed as per Jane
- Reviewed emergency plan - needs update for blizzards and power failure specifically
 - Action item for Jane and Ann to write plan and implement
- Criminal record checks - must be completed on Iowa and National levels - Ann researched and completed the Iowa ones and is working on National, including fingerprints and documents
- Copies of the report are available

Staff inservice on Sept 26 to team build and work on projects, valuable experience and highly productive and team-building day.

Essentials Training -

Ann is finishing this modular coursework for basic child services and is mandatory. 100% of staff must be trained by Oct. 1 2017

Family Potluck - Sept. 29th, success, 12 families attended

Payroll - continued collaboration between Kristin and Ann for billing. Currently using "Private Advantage" application, Kristin will be migrating the process to her copy of Quickbooks and will advise on transition to NEIM purchase of copy in near future.

4-year-old program - mandatory IGDI screening during the month of October is a development screening test for 4-year-olds. Help and guidance provided by Mr. Varney from John Cline. Formal assessment, research-based and is administered three times a year. This documentation is mandatory for the 4-year-old grants for tuition.

Field Trip - Oct 12 Fire Station, Oct 26 Pinter's @ \$4/child, NEIM will cover the transportation and admittance cost. Ryan volunteered to pay volunteer costs.

Substitutions - Ann is volunteering her time and is overwhelmed with her position responsibilities. Ann needs a clear definition of the necessary qualifications for substitutes.

Standards thus far:

- Must be 18 years old.
- Ratios must be met.
- Jane and Jenny need full equivalent in degree and licensure for sub.

- Substitute teacher license is not sufficient for Jane and Jenny.
- Decorah schools do not share their substitution list.

Payment:

- currently set at \$10/hr
- Revisit this in Spring to provide competitive rate and vary the levels of payment for the level of licensure and training

Lunch and Afterschool Supervisor

There is a clear need for this position.

- The current volunteer system has failed and required extra responsibilities from staff at their personal loss (time, investment, etc.)
- Ann's position is administrative and not as an "educator" - this topic needs research under the ACA and DHS provisions for overtime. CCR&R brought this to Ann's attention as a problem for her status as director.
- Ryan volunteered to research the legal code for Ann's position.

Motion to fulfill immediate hiring needs:

- Minimum wage is paid: \$7.25/hr
- Lunch: Tony proposes 9 hours/week 10:30 to 1:30 three days/week, Kristin seconds, motion passes
- Latchkey: Jane proposes 9 hours/week 2:30 - 5:30, three days/week, Kristin seconds, motion passes
- Sub-committee is formed, headed by Kristin to research the permanent position, Jane and Tony are also on the committee.

President's Report:

- Working on Newsletter for families with Claire
- Set more defined schedule.
- Action item for Rachel to post all previous meeting notes online.

Treasurer's Report:

- Kristin proposes paying summer loan earlier, everyone agrees.
- Kristin and Ann have done payroll together, and will do it for the last time Oct. 15.
- Kristin is transitioning from Private Advantage to Quickbooks.
- The Driftless Trail run has not recovered the money spent. There is a negative balance with regard to the event and the Searcy Family account.

Committee Reports: none

Fundraising:

Ryan made a motion to make this a closed discussion, motion carried.

- Discussion of tuition arrangements with regard to payment schedule.

Discussion was opened to public again.

- Kwik Star Gas Card Program: Theresa and Jay will create a Doodle Poll to see if there is interest in the benefits of bringing this program back.
- Go Fund Me: We will table this for November discussion. We can identify that there is a need for a marketing committee and a clear message before this can work.

Action Items:

- Marketing in publications like Decorah paper and Inspired, Theresa will speak to Christine Jepsen.
- Continued discussion needed for E1 less than 5 days a week.
- Rachel will look at 4 year old mandate.

- Establish fundraising calendar and make it public.

Next meeting will be held on Nov. 15th to avoid being on election night.