

## **NEIM Board Meeting - June 12, 2017**

*Minutes prepared by Jay Raabe, NEIM Secretary*

Meeting called to order at 6:33 pm

Present: Jane Busch, Kristin Propson, Ryan Torkelson (via phone), Jay Raabe, Rachel Brummel, Ann Schaufenbuel, Tony Mutsune

**Approval of Minutes:** May 2017 minutes are approved.

### **HOS Report:**

- **Long term sub** - Kristi Holien worked well as Jenny's substitute during maternity leave. She organized and maintained a solid routine with the children. She has agreed to continue to sub for the next school year.
- Staffing for Luther finals has been adequately covered.
- **Registration update** - we have 14 preschool and 11 elementary children for next year.
- **Ice cream treat** - staff and students were treated to a treat at the Sugar Bowl for the end of the year celebration.
- **May Family picnic** - held May 25th at Phelp's Park. Songs and certificate presentation; all but 4 families were present.
- **Formal Evaluations** - written evaluations were completed with the staff with constructive and positive interactions - the staff is mature and positive in the face of criticism and morale and team building.
- **HOS Formal Evaluation** - Ann would appreciate feedback from the board on her performance this year.
- **Summer maintenance** - guides have been asked to submit updates and feedback about facility maintenance for the summer. Flooring and painting are a continued concern.
- E1 classroom needs a computer

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

- Contracts -
  - Christine - complete
  - Jane - complete
  - Claire - negotiating; wants less than 40 hrs, Rachel to offer 2 evenings coverage
  - Jenny - clarify that she signed contract to continue part-time until 1pm each day

### **Action Item: Rachel will meet and finalize contracts with staff**

- Driftless Run was a success, 128 runners, 75% of profit to benefit NEIM; Tony suggested to add social media broadcast for more participants in the future; could have used more family volunteers to help the event
- Family Participation/mandatory volunteering - we need to review and standardize the guidelines; a clear outline at the beginning of the year and an online/public scorecard perhaps
- 5 Plates - Kelly Searcy is not doing it this year, we must organize the event; Jay suggested that it be moved off of the Sunday evening spot for more participation and the possibility of kid-friendly/inclusive event; Kelly gave the plan book to Ann

**Action Item: Ann will share the event book with the Board**

- Grants - Need to schedule to deadlines and determine needs according to each
- Budget finalization - Rachel and Ryan to review contracts, enrollment and terms for July meeting

**Action Item: Rachel and Ryan to match numbers for next meeting**

- RAGRAI - coming through town in late July; there is a potential for selling refreshments during the event

**Action Item: Rachel will research the need for sales permit during event**

- Ask Carolyn Berlin to be on Board next year.

**Treasurer's Report:**

- Release of Tuition rates - the scheduled tuition rates need to be released to families

**Action Item: Kristin to email families tuition and explanation of 4-year-old grant system**

- Summer camp is going smoothly

**Committee Reports:**

- None Given

**Old Business:**

- Secure School -
  - Jay secured two donations thus far
  - Tony to talk to Sherrif and police groups
  - Jay to meet with Donlon's
  - Jay to finalize flyer
  - End of summer deadline set for updating front doors first

**Action Items: Tony to talk to police department; Jay to meet with Donlon's; Jay to finalize PDF flyer**

**New Business:**

- After-school Policy - discussion from May was productive and Ann will take the notes and draft an After-school Policy for vote and implementation in the Fall

**Action Item: Jay to update outline of policy discussion and share with Ann**

- HOS search -
  - Put new ad in Decorah Now
  - Put new ad in newspaper and shopper
  - All Board members to actively recruit

**Action Item: Kristin put ad in Decorah Now; Jane and Kristin make and send newspaper ads**

- Scholarships - 3 potential families interested in applying for scholarships/expecting help; we need to develop guidelines and application process for funding

**Action Item: Ann will gather free/reduced lunch guidelines as help**

Adjourned at 9:15 pm

Next meeting is July 10th, at 6:30 pm - NEIM school