

## **NEIM Board Meeting - March 14, 2017**

***Minutes prepared by Jay Raabe, NEIM Secretary***

Meeting called to order at 6:40 pm

Present: Jane Busch, Kristin Propson, Ryan Torkelson, Jay Raabe, Rachel Brummel, Ann Schaufenbuel, Tony Mutsune to arrive late

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

### **HOS Report:**

- **QRS** - check of \$1200 arrived and deposited.
- Open House - held Feb 11, good event, had 2 families sign up on the waiting list.
- **Maintenance** - office windows - both bottom panes replaced by Decorah Mobile Glass.
- **Maternity Sub/Lunch/Rest time Asst** - Jenny had her baby; Kristi Holien from Calmar was hired to be an assistant. She is licensed, but expired; taking course to update. She is motivated and a good fit.
- **Conferences** - held last week, staff worked hard to prepare.
- **Registration** - made forms available during conferences, two families have registered. We will open registration to the waiting list on March 16 and then to public March 20. Current families have priority until March 15.
- **Make-up days** - First makeup day was Feb 20. We have missed the following days: Jan 3, 16, 17 and 25. This makes our last day May 30.
- **Last Day Family Picnic** - We should schedule this, proposed for last and second-to-last date.

**Action Item:** Ann will discuss this with staff to find the most appropriate date.

- Proposed 2017-2018 calendar needs to be discussed and set in the near future

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

- Rachel urges members of the board to begin looking/listening for additional members of Board
- Jay made motion to hire Krisi Holien, Ray seconded, all in favor - motion carries unanimously.
- Rachel will meet/discuss contracts with staff during Luther Spring Break
- April 11 Board Meeting - Contract discussion at Luther 6:30pm
- Budget Meeting - April 4th at Luther 6:30pm

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

- Accounts are doing fine, small transfer to savings to accrue interest on principle.
- Ann is covering Kristi's new payroll.
- E1 enrollment has gone up to 7 and Jane is receiving pay increase as per contract.
- Tuition collection is current. A few reminders were sent to families close to delinquency.

### **Committee Reports:**

- Internal -

- External -
  - Rachel makes motion: Jane and Rachel will contact Searcys about Driftless Trail Run contract, no funding from school will be provided, separate bank account, establish profit/percentage scale in contract, and mandatory final audit of receipts by Montessori Board before approval: Tony seconds, motion passes

Action Item: Jane and Rachel will contact Searcys; begin contract development; Kristin will contact Decorah Bank and Trust to set up account access for Searcys

- Secure Facility Project: begin fundraising on new doors, finding secure location and review wording
- April Garage Sale: start donations, need drop area

### **Old Business:**

- DDTR update - DDTR account set up - we are waiting for contract

Action Item: Rachel will contact Kelly Searcy to get contract

- Garage Sale - garage sale is April 22

Action Items: Rachel will write email; Kristin give info to Jane about contacting city about parking lot

- Secure School - new pamphlet and second bid are needed, we need to prioritize this item for security

Action Items: Jay will update the pamphlet language and get a second estimate for project

- Contracts - process and date for meeting

### **New Business:**

- Approval of contracts for staff

Action Item: Tony secure the classroom space at Luther for the contract meeting

- Latchkey - plans for future and discuss separation of spaces: E1 space is the new latchkey area, rates should be raised, number of students should be capped, there may be a need to hire a focused afterschool/latchkey director
- Practical Life/Lunchroom floor

Action Item: Jane, Kristin and Jay will look into flooring options

- Drainage issues in play area
- Card/Gift for Jenny

Adjourned at 8:55 pm

Next meeting is March 15th