

NEIM Board Meeting - May 2, 2017

Minutes prepared by Jay Raabe, NEIM Secretary

Meeting called to order at 6:30 pm

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

Approval of Minutes: April - Budget and April - Contracts 2017 minutes are approved.

HOS Report:

- After-school care - guidelines need to be established
 - Maximum age?
 - Maximum enrollment
 - Are snacks provided/how many?
 - Enrollment criteria: Outside students, alumnus, homeschool - how they influence the population

Action Item: Jay will draft document for Ann and she will finalize to share

- We need to finalize and release tuition rates
- Board should vote on final tuition rates by May 9th
- We need to plan for Luther student helpers' departure, we will be below ratio and volunteers do not count as trained help to maintain ratio
- We need a copy of Microsoft Office for the HOS computer

President's Report:

- Rachel has been meeting and reviewing contracts with staff
- Jenny needs to extend hours to help cover lunch, we are negotiating the times
- Lunch coverage responsibilities will be set by the HOS
- Claire will be transitioning to hourly?
- Jane will need Wednesday latchkey responsibilities

Treasurer's Report:

- Summer school enrollment is doing well

Committee Reports:

- None Given

Old Business:

- Budget Discussion -
 - Ryan presented the balance of the 2017-18 year
 - With current enrollment, the budget is balanced but we are very tuition dependent, we need 22-26 children across the Children's House and E1

- The estimate is 18 CH and 10 E1 students which puts us in the red and balancing needs to happen
- Fundraising is essential in the coming year - we need to set family expectations for participation in time or fees
- Discussion and Vote: Latchkey fee will be \$4.50/hr moving forward - Kristin motions, Jay seconds - passes

New Business:

- Set tuition rates
- Discussion about Administrative Assistant for HOS and/or Latchkey and Lunch supervision

Adjourned at 8:53 pm

Next meeting is June 12th, 6:30 pm at NEIM