

NEIM Board Meeting - December 12, 2017

Minutes prepared by Jay Raabe, NEIM Secretary

Meeting called to order at 6:34 pm

Present: Jane Busch, Kristin Propson, Rachael Buresh, Ryan Torkelson, Jay Raabe, Rachel Brummel, Tony Mutsune

Approval of Minutes: November 2017 minutes are approved.

HOS Report:

- I finished the 4-week New Staff Orientation Director's Training with 100% testing. Started on Nov 15 to Dec 6 via Iowa State Extension and Outreach and paid for by Iowa Child Care Resource and Referral Agency. This program helps provide direction to new and current staff regarding different areas of Emergency Procedures, Social Development, Adverse Childhood Experiences, Lunch and rest time transitions and transitions in general. I will receive my certificate of completion in January and will implement the trainings with the staff and these findings will then be sent off to Iowa State for their review and if satisfactory the teacher/guide will receive their certificate.
- On November 28th I attended the PREPARE workshop and training with area Supervisors, Mental Health providers, Principals, Medical staff to name a few. This training was on Crisis Prevention and Preparedness - Comprehensive School Safety Planning. It was very educational and I learned about Support Caring Relationships, Promoting High Expectations and Zero Tolerance, Meaningful Participation, Strategies and References and Resources to help continue to keep our schools safe.
- On November 29th Miss Jenny and Miss Claire attended their required training via Keystone.
- On December 2, I hosted the "full-time" staff at my home for a Christmas Party.
- On December 14th we will have 16 students from "World of Children" class from the high school come in and take a tour, interview and discuss the Montessori concept. Their teacher is Dana Einck.
- The students will attend Barnetimen on December 19th.
- The Public Health Nurse will be here to go over our immunization records on December 15th.
- Our Child Care Assistance Provider Agreement through the Iowa Department of Human Services has been approved. This will ensure that we will be reimbursed when we have students who get their childcare provided by the state.
- I finished the Administrative Handbook.

Action Item: Rachael will send copies to Board for review

President's Report:

- Staff cards are available for donations @ the Chamber of Commerce
- Five families will be invoiced for 5 Plates as participation/donation

Action Item: Kristin to invoice families

- Rachel to email all families and cc the chef/participants

Action Item: Rachel to send email about outstanding debts owed by NEIM

Treasurer's Report:

- Ryan is working with Kristin to gain access to all bank accts
- Salaries and taxes are higher than anticipated due to higher staffing costs.
- Families that did not participate in 5 Plates need to be billed.
- Net Income Projection is safely with our initial estimate.
- There are additional DB&T accounts that need to be reviewed and closed for economy of account sizes. Rachel makes a motion to research and close these. The original donors for accounts need to be contacted. Rachael seconds, passes. Ryan will contact donor and bank to close these accounts.

Action Item: Ryan to finalize and close peripheral accts

- Hacker Nelson payroll services cost \$xxx/month; we need to transition away from this cost.

Action Item: Ryan to contact H&N and research bookkeeping programs

Committee Reports:

- none

Old Business:

- Standing Item - Ms. Christine/Lead Guide Search, Rachael has talked with Claire about this training, discussed placing an ad in national Montessori resources for candidates

Action Item: Rachel will confirm final date with Christine

- Standing Item - Board Membership Check-In; Rachel has found a prospective replacement and will discuss
- Summer Program Director Update

Action Item: Jane & Kristin will contact Whitney

- End of the year fundraising outreach

Action Item: Rachel to collect email list and draft email

- Standing Item - need for restructure/closure of Latchkey, there are no student workers for January term

Action Item: Kristin will draft letter to arrange Jan care and send to Rachel, Rachael to provide email list of latchkey

New Business:

- Best Practices Report Discussion - prepared by Ryan

Action Item: Ryan to draft conflict of interest policy

- Vote to move forward putting together a permanent contract for Rachael Buresh, HOS. Ryan motions to continue HOS contract for one additional month, Tony seconds, passes unanimously.
- Closed Session

Meeting Adjourned at 8:28 pm

Next Meeting: Tuesday, January 9, 6:30pm at NEIM