

NEIM Board Meeting - February 6, 2018

Minutes prepared by Jay Raabe, NEIM Secretary

Meeting called to order at 6:36 pm

Present: Rachel Brummel, Jay Raabe, Ryan Torkelson, Kristin Propson, Rachael Buresh, Val Deeney

Approval of Minutes: January 2018 minutes are approved.

HOS Report:

- We have a new student. Her name is Alvina and she is 2.5 years old and comes in the mornings only. Her parents found our info on the website as well as knowing Charlotte's family. She started 2/5/18.
- The Guides have started the 30-unit New Staff Orientation training. This is required for our QRS points and they receive 16 professional development hours upon completion. They watch 30 videos on things such as: Child Development, Emergency Procedures and Development of self to name a few and then they complete the portfolio questions and activity cards. Upon Completion and with me signing off on all paperwork - the workbooks get sent to Iowa State University for review by the NSO program coordinator. The reviewer will make thoughtful comments on the workbook units and the workbooks are returned to the staff with a Certificate of Completions.
- Talked with staff about Christine retiring in the Fall of 2019 and any interest in a "possible" Lead position. They had many questions and I asked them to email me their questions, so I can share them with the board.
- I have done a lot of research into what may be the best education options for our Lead. I have come up with 4. Three – I am pleased with. One – I am not sure on. Please refer to the email that I sent.
- The grant check arrived and was deposited in the general account.
- IGD! screenings are going well.
- Jane and Rachael are working on the STEM Scale-up programs – we are hopeful that we will be granted on of the programs.
- New signage was attached to the front of the building – Brett installed. It is temporary and not a permanent sign – mainly as a way for people to see that we exist and for the Open House. Would love for it to stay up as long as it holds out. The sign looks fantastic!
- Radio ads to KVIK and KDEC were cut and will run from Jan 29-Feb 9 promoting the Open House. Newspaper ad was placed.
- Sandwich board regarding the Open House has been set outside during business hours.
- We all have been working hard to "freshen" up the building for the Open House – which will be Saturday, February 10 from 10-noon.
- Updated the No Smoking Policy to include electronic smoking devices. The Tobacco Prevention Coordinator then had to look over our policy and ok it – which they did. We were sent a metal sign that will be attached to the fence out back and window clings that will go in the front windows – this is new signage incorporating the ESD info.
- Parent Advisory Meeting was held on Monday, January 29th. I sent Jenny to this meeting. Nothing of importance to share.

- I attended the Directors meeting that was held in Ossian on Tuesday, Jan 30th. VERY informative. A lot of Winneshiek County data can be found at www.iowaccrr.org

President's Report:

Potluck:

- We had a successful and lively potluck on Thursday, with a full house.
- We began collecting names for interest in summer programs and 2018-2019 school year.

Board Membership:

- I'm happy to welcome Val Deeney to the board! Val has two young sons (one of whom is at NEIM currently) and lives with her husband in Decorah.
- Motion by Rachel to add Val to Board, seconded by Kristin, passed unanimously.
- I've had another current parent – Scott Searcy – volunteer to be on the board. We also had another family member of another current student express interest at the potluck.

Presidential Transitions:

- This will be my last meeting on the board – thanks to all of you for the work and dedication you've brought. It's been a great learning experience for me and it's been fun getting to be a part of something that is growing, as well as getting to know all of you.
- Tony and I will be in communication about transitions and responsibilities. I will be working to consolidate all documents from my time on the board in a way that is accessible to all (fundraising, contracts, etc).

Depot Grant:

- I'd still be happy to write the Depot grant, but haven't gotten around to it yet. I do need some numbers on the quotes.

Treasurer's Report:

Budgeted to Actual:

1. The budget did not consider one week of non-latch key revenue. We are missing payments from two families and lost one family.
2. There is an adjustment included in revenue to cover the cost of the door installation.

Commentary:

- We are in the process of closing extraneous accounts at Decorah Bank.
- We must talk about the end of year cash flow projection during the meeting. Each month the amount has gotten progressively bigger. We need to manage this in consideration to our maximum line of credit and the forecasted budget.

Committee Reports:

- none

Old Business:

- Lead Guide Discussion
 - Montessori Live program looks best
 - We will create a job description with Jane & Christine

Action Item: Kristin & Ryan to draft the job description

- February 28 application deadline for Claire & Jenny
- Committee Members: Val, Jay, and Tony as Lead
- Standing Item - Enrollments/Marketing
 - Focus on Open House Advertising
- Summer Program Check-in - Whitney has committed to being the director again.

New Business:

- Conflict of Interest Policy (Ryan)

Action Item: Kristin to locate digital copy of Board Handbook for update of policy and dispersal

- Latchkey analysis (Ryan) Discussion identifies need for:
 - Need to identify if we will offer it next year
 - Need for survey/questionnaire from families
 - Need for specific supervisor position

Action Item: Kristin to find the past Latchkey supervisor job description and share with Rachael

- Planning for Contracts (Rachel)

Meeting Adjourned at 9:07 pm

Next Meeting: Tuesday, March 13, 6:30pm at NEIM