

NEIM Board Meeting - September 12, 2017

Minutes prepared by Jay Raabe, NEIM Secretary

Meeting called to order at 6:36 pm

Present: Jane Busch, Kristin Propson, Rachael Buresh, Ryan Torkelson, Jay Raabe, Rachel Brummel, Tony Mutsune, joined by Mark Lovelace of A&J Petersburg Insurance

Approval of Minutes: August 2017 minutes are approved.

HOS Report:

- We started school August 28, 12 students attending Children's House, two @ half day. E1 @ 11 students. Staff include – Miss Jane, Miss Christine, Miss Jenni, Miss Claire and myself.
- The E1 classroom will be located at the UCC church for about 4-6 weeks. Paying \$200/month
- Work continues in the E1 Classroom and I need to acknowledge the extraordinary amount of time and work put in by Brett. His help has been invaluable.
- Timeline to get back into the E1 classroom will be up to the Fire Marshal – we have done our due diligence, completed and are in the process of completing the Fire Marshal's mandated requests.
- I held two staff meetings in the first two weeks which was a welcome need to get to know each other and to start the trust process between the staff and myself.
- We had a DHS visit on Wednesday, September 6th with a positive result! Per DHS rules there will be additional paperwork required from me to follow all regulations due to changes made by DHS at the end of October.
- Latchkey is up and running with around 11 students attending daily and a complete roster of Luther work study students to work the Latchkey with Miss Jane and Miss Claire in the supervisory roles.
- We also have Luther work study students as well as volunteers working the lunch and quiet time shift.
- I put a request out for the following donations:
 - Microwave for the E1 Classroom - Received (Gerleman family)
 - Newer dishwasher – Received (connection in Waukon)
 - Newer Desk for the Guides office – Received (the Guides desk was falling apart)
Sunflower donated
 - Flowers out front for a Welcome feel – Received (Master Gardener - Connie Buresh)
 - Artificial Turf – Received (this was a mention by Amanda Bailey – Luther Women's Basketball Coach – mother of Brandon) AND Miss Jane and her son, Simone went and made several trips hauling this product in the car to the school as well as spending many hours along with Steven Olson installing.
- My observation: I am simply amazed and humbled by the sheer amount of dedication, kindness, thoughtfulness, grit, intelligence, problem-solving, get-it- done, love of job and JOY that I have witnessed from our Guides, E1 teacher and volunteers (Brett included). We are a very lucky and I am pleased to be a part of this tremendous Montessori school.

President's Report:

Motion to hire Rachael Buresh as Interim HOS, Jane made motion and Ryan seconds, motion carries.

- Potluck - September 21, at cabin

Action Item: Kristin to send previous Potluck invite to Rachael

- Fundraisers -
 - Rachel Brummel going to meet with Hotel Winneshiek this week
 - Volunteer/Donation tracking chart

Action Item: Rachel to draft framework/letter for family obligations

- Continuing Ed for Rachael as administrator - NAMTA National Association of Montessori Teachers Association in Chicago, Board approves to send Rachael
- Officers rotation and new members
 - Board members encouraged to recruit
 - Rachel nominates Ryan as Treasurer, Jane seconds; Ryan will prepare a student worker to transition book-keeping to Quickbooks software; Jay states that he is willing to stay as Secretary, including documents and website organization; Tony will stay as Vice President, Rachel agrees to stay on as President until February 2018 and help to prepare Tony as President - motion passes

Action Item: Kristin and Jane to provide job description for HOS

Treasurer's Report:

- Accounts and debts:
 - Cash on hand is positive.
 - Line of credit is not in use, which has historically been in a deficit at end of summer. This is due to successful summer camp revenues.
 - Mortgage payments are doing well.
 - HAWC loan is doing well with a December 2019 payoff date.
- Taxes and payroll are being run by Hacker and Nelson.
- Kristin is conducting tuition and latchkey care payments, invoices and record-keeping through Quickbooks at home. Rachael is collecting payments from families.
- Tuition collection: no major issues. No families have elected full year pre-pay this year.

Committee Reports:

- Fundraising Committee to begin communications for organization of 5 Plates

Old Business:

- Secure School - Door
 - Jay proposes to take quote from Decorah Mobile Glass, Jane seconds, use the line of credit to pay and then donations and grants to pay it off.
 - Rachel recommends use of Depot Grant (up to \$2000) for funding of the back door
 - 100 Who Care group suggested by Rachael
- Floors - we will get another quote and it is the next priority on the facilities update list.
- Passive Fundraisers - Donlon's school supplies, Box Tops and Amazon Smile, Jane suggests to earmark these for scholarship

- 5 Plates update - organization for Oct 29th

New Business:

Mark Lovelace - A&J Petersburg Insurance

- Property
 - Building Value
 - Business Personal Property
 - Data Defender
- Liability - tailored for school events and activities
 - Hired or non-owned vehicular liability discussed
- Professional Liability - Board of Directors insurance and Equal Opportunity practices coverage
- Workers' Compensation

Board will wait for updated numbers from Mark for automobile liability on travel for staff and students

- Ryan is working on accounting case study on flexible budgeting, shared with Board and encourages review and approve in October meeting

Meeting Adjourned at 8:29 pm

Next Meeting: Tuesday, October 10, 6:30pm at NEIM