

Child Education Board Meeting Minutes

12/3/19

Board Present: Dana Blanchard, Jama Ford, Kurt Freeman, Ruth Guzman, Megan Keller, Phyllis Lane, Carrie McCool, Lauren McCool, Amy Meyer, Janice O'Shea, Susan Robey, Amy Rothruck, Amber Simons, & Deb Simpson

Board Absent: Brian Hall, Amanda Lumpkin

- I. Prayer
 - a. The meeting was called to order by Deb. Amber took the meeting minutes.
 - b. Kurt led the group in an opening prayer.

- II. Discussion and Approval of October Minutes
 - a. Susan motioned to approve the October 1st meeting minutes as distributed. Amy seconded the motion and the board voted to approve the minutes with no changes.

- III. Glows
 - a. Carrie shared that the final grant report was submitted. It was a nice experience to review everything again to see all the progress on programs on for family engagement and playground updates.
 - b. Lauren shared that the center passed the bi-yearly state visit.

- IV. Directors Report
 - a. Lauren reviewed things that have taken place since the last board meeting.
 - i. October
 1. Classroom visits with police officers and firefighters
 2. Picture day took place
 3. Fundraisers with 31 bags and spirit wear
 4. Many parents donated candy for the trunk or treat event
 5. Church sing went very well
 - ii. November
 1. Donuts with dad event
 2. Book fair fundraiser
 3. Pre-k thanksgiving evening program
 - iii. December
 1. 600 items collected so far for Jubilee Christmas
 2. Provide art for the Hanging of the Greens service
 3. Distributed advent calendars to the kids
 4. Staff member who are working on their CDA have visits upcoming for observation
 - iv. Coming Up
 1. Secret Santa for staff
 2. Staff party December 11
 3. Santa & Mrs. Claus visit December 16
 4. Pizza party December 17
 5. Hot cocoa bar from parents for staff December 19

6. Classroom holiday parties December 19/20
7. Christmas Program on December 19
8. Jesus Follow the Star Luncheon with Carrie cooking on December 23
9. Gearing up for Summer Camp registration beginning January 13
10. Chick Filat fundraiser in March

V. Treasurer's Report

a. Budget

- i. Lauren provided a year to date summary of the Early Learning budget.
- ii. A discussion took place regarding concern over the current numbers and concerns that the Finance Committee has.
- iii. Dana motioned to move \$7500.00 to the CUMC General Fund and \$7500.00 to the Transact Account (also known as savings). Lauren seconded the motion and the board voted to approve the movement of money.

VI. Preschool Teacher Representative Share

- a. Jama recommended to Lauren & Carrie that a discussion take place at the next staff meeting about the future schedule.

VII. Childcare Teacher Representative Share

- a. No update.

VIII. Preschool Parent Representative Share

- a. No update.

IX. Childcare Parent Representative Share

- a. No update.

X. Church Council Report

- a. Deb shared that some of the items the church council wanted her to bring back to our board include:
- i. Can future fundraisers be open to the entire church?
 - ii. Concerns over meeting our budget
 - iii. Questions about system being worked on for evaluations and staff raises
 1. Amber agreed to take lead on getting Carrie, Lauren, Dana, Jama, and herself reconvened to continue moving forward on this task.
- b. The next church council meeting takes place on Monday, December 16.

XI. Other Business

- a. Deb shared that Amber has agreed to accept the position of chairperson for next year. Lauren reference that if Amber is being chairperson then someone else needs to step forward to serve as secretary. Amber will also recruit one additional board member for the Class of 2022 and one board member to take over the final year of Megan's term as she is stepping down from the committee.
- b. Deb provided the Early Learning Policy Handbook with the edits from our last meeting. A few additional small changes were made. Amy motioned for the handbook to be approved pending corrections. Lauren seconded the motion and the board voted to approve.

- c. Lauren presented a preschool scholarship application from one of the parents who is going through a divorce. A discussion took place about the application. Dana motioned for the scholarship to be funded. Susan seconded the motion and the board voted to approve.
- d. Lauren shared that the copier/fax/printer that we currently have continues to have problems and has become harder to fix because of its age and access to replacement parts. She provided a proposal from Commonwealth Technology for demo special lease versus a new device lease. Susan motioned for Lauren to see if the demo model is still available we will take it and if it isn't available we will wait until the current one actually dies. Dana seconded the motion and the board voted to approve.

XII. Upcoming Meeting

- a. The next meeting will take place on February 18th at 6:00 pm.
- b. Lauren proposed the meeting schedule for all of 2020 to include:
 - i. February 18th
 - ii. April 21st
 - iii. June 23rd
 - iv. August 18th
 - v. October 20th
 - vi. December 15th