

Early Learning Board Meeting Minutes

2/18/2020

Board Present: Tiffany Stergar, Amanda Gillden, Amber Simons, Lauren McCool, Carrie McCool, Ruth Guzman, Pastor Kurt Freeman, Amy Rothrock, Brian Hall, Jama Ford, Dana Blanchard, Amy Schulze

Board Absent: Phyllis Lane, Susan Robey, Amy Meyer

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

- II. Welcome, Introductions, & Minute Approval
 - a. Amber mentioned how other church committees meeting minutes were on the church website. Should we be doing this to? Everyone agreed that the Early Learning Board minutes should be added to the website.
 - b. Brian motioned to approve the 1/28 meeting minutes and Dana seconded the motion. The board voted to approve the minutes with no changes.

- III. God at Work
 - a. Carol and Pastor Kurt passing out magnetic puzzles and Lenten information to the EL families
 - b. Excited for the Eggcellent Easter Event and Glow-in-the-dark Easter Egg Hunt by CUMC Children's Ministry Team
 - c. Miss Jordyn's valentines for church staff
 - d. Good meeting last time!!

- IV. Early Learning Chairs Report
 - a. Church Council update from 14th
 - i. On My Way Pre-K voucher info
 - ii. Summer Camp registration
 - iii. Price increases
 - iv. Implementing Staff Evaluations
 - v. Researching Cameras for parking/ childcare

- V. Directors Report
 - a. Early Learning working with CUMC
 - i. Helping publicize movie night for Church
 - ii. Pastor Kurt and Carol passing out Lenten information to families
 - iii. Sharing on Brightwheel events with church that families can attend

- b. In January:
 - i. Mary Cutler, a naturalist, shared with Pre-K classes about hibernation
 - ii. Linda Osbourne's memorial fund was left to Early Learning. Currently has \$730 in it
 - iii. Camp registration opened in Jan. Registration is now closed and there is a waiting list
 - iv. 6 returning Counselors. 5 new interviewing. Need 13 total
 - v. Registration income to date \$7100

- c. In February
 - i. Working on staff evaluations. Staff filling out self-evaluations, Directors fill out same evaluation and then meet to discuss.
 - ii. Delay schedules for half day is working well. They come from 11am-12:30pm if TSC is on a two-hour delay.
 - iii. Igloo fundraiser was very successful. 97 flyers turned in and \$258.90 made.
 - iv. In December, Kim Gordon from On My Way Pre-K met with the Directors. On My Way Pre-K voucher are from state for all day students. Lauren and Carrie are going Thursday (2/20) to a OMWPK meeting to learn more.
 - v. Feb 26 passing out books to families for Easter
 - vi. In March, conferences begin for all classes.
 - vii. Chick-fil-a fundraiser is March 3 from 12-2pm and 4-7pm
 - viii. March 8 the EL students are singing at 1st service
 - ix. Gym floor going in: Demo March 17-20, floor install March 22-27.

VI. Treasurer's Report

- a. January was well under budget because we were a week or so without payroll and no extra expenses.
- b. It was a good, positive month
- c. One disappointing update: This month CUMC received an invoice regarding workman's compensation catching up for the added employees on the church's coverage. Insurance premium increased from \$2,725 to \$11,000 to catch up for the past two years. Premium going forward will be closer to \$5,000. Half of that is from doubling the size of the church employees due to adding Early Learning. Next year, Early Learning will need to add \$2,500 to payroll budget for those dollars. May need to consider allocating more money to CUMC if available this year. Doing a little at a time would be OK.
- d. Questions asked if we should do quarterly \$ transfers to church instead of giving it all at the end of the year. Will review 3-month budget at the next board meeting and revisit this conversation.

VII. Preschool & Child Care Teacher Representatives Reports

- a. How are the employee's hours determined? If a closer leaves 10 minutes early, do you get paid until 6pm? If opener clocks-in early, do you get paid for early time? Answer: You get paid for the times you clock in and out.

- b. Employees would like job description for every position. Some people are indicating “Not my job.” Causing some conflict. Carrie said the floater position is probably needing better definition. Each room has a checklist of what needs to be done. Carrie and Lauren will work on something for floater.
- c. A question was asked of the impact of the new gym floor? Will we put toys out daily? Not Sure. Preschool teachers put out toys, childcare teachers put toys away.
- d. What do recent evaluations determine? Do they affect raises? How determined? (See conversation below)
- e. Is there anything that trumps the childcare’s usage of gym? Pastor Kurt said only death. Kurt’s intent is that we schedule any regular gym usage to after 6 pm.

VIII. Preschool & Child Care Parent Representatives Reports

- a. None

IX: Old Business

- a. Performance Reviews & Increases Subcommittee Update
 - i. Lauren handed out evaluation form. Both supervisor and staff member fill out the same form. Then a meeting will be setting goals with them. All staff has completed the evaluation form and supervisor has completed form. Starting meetings soon.
 - ii. Phase one of evaluation was getting the tool rolled out. Phase two of small group work on this is to roll out of how this will be implemented into raises, etc.
 - iii. Has there been thought to give parents feedback sheet? We have parents fill out a feedback form at the end of the school year. Will look at doing this closer to evaluation time next year.
- b. Handbook Updates
 - i. evaluation process note to go into employee and board handbook. Reviews will begin in January and end no later than the end of March.

X. New Business

- a. Scholarship & Attendance Policy
 - i. Scholarships are for half-day students. Full day students can utilize child care vouchers.
 - ii. Lauren created scholarship policies and procedures to go with scholarship application. New policies include 85% monthly attendance for student and volunteering in the classroom.
- b. Discipline Policy
 - i. In response to the release of employee, wanting to put something together more official
 - ii. Will ask Staff Parish to help craft this
- c. Teacher Appreciation Week (May 4th – 8th)
 - i. Last year the board did the walking tacos and 2 treats through the week. Carrie and Lauren did two other days. Do we want to do this again this

year? Yes. Lauren will create a sign up genius and members will bring items to donate to the April board meeting.

- XI. 2020 Meeting Schedule
- a. April 21st
- b. June 23rd
- c. August 18th
- d. October 20th
- e. December 15th