

FUMCN Board Meeting

August 30, 2009

Board members present: Juli Miettinen, Susan Sowder, Laura Dills, Robin Hescheles, Amy Unsworth, Catherine Maruna, Barbara Hoffman, Sarah Boren-Rao, Tori Booker, Elizabeth Elder, Kelly Wiard, Susan Atkins, Staci Almeida, Jenni Wilkening, Tonja Fox, Sarah Hafer, Susan Atkins, Mary Page, Yvette Dimcheff, Colleen Burroughs, Robyn Bishop

Introduction: Laura Dills and Robin Hescheles

- Overview of the retreat agenda; the board meeting portion will take place first. We will break for dinner before resuming the retreat portion of the meeting.
- Additional dates for the calendar must be in prior to parent orientation night
- Please use copy code 0034 if you need to make copies for your position
- For future Board meetings please plan to arrive/gather at 6:45 pm, start at 7pm

Minutes: Catherine Maruna

- June minutes approved.

Thanks/Kudos: Thank you to Juli and Susan Atkins for organizing last Thursday's (8/20/09) enrollment meeting. We will discuss some of the outcomes during the retreat portion of the meeting.

3-4's Teacher: Juli Miettinen

- The new assist procedure will be in newsletter
- Arrival times for assist parents are 9:00 am for morning classes, 12:30 pm for afternoon classes
- If assist parents are more than 15 minutes late, the teacher give assist day to another parent
- There will be no drop off permitted before all assist parents are present

- Ellen is no longer with us as church liaison, but there will be a new liaison to Children/Family ministries
- FUMC Dates:
 - 9/13/09: 9:30am recognition for parent volunteers, want to let church know that even though Ellen is gone, the children's programs are fine
 - 9/27/09: 11:15 am fall kickoff. Families are invited to come see what's going on at the church. Lunch will be catered, all families welcome to participate in games, activities for kids, meet/greet, find out who teachers are, etc.
 - Sarah H. will include a notice in the newsletter. Juli will attend both events. Robin – is anyone else attending? At least Mary and Susan, but all are welcome.

Young 5's: Susan Sowder

- 5's are one family down (enrollment) – one child moved to 4pm's, and they are friends with another family who may also move down.
- These families have not paid tuition yet for 5's

Health: Yvette Dimcheff

- There are still some outstanding packets. Per Barb, 2 families haven't sent in packets or tuition. (1 in 3 pm, 1 in 3 am.)
- Tonja will get the health forms from people who need sib care. She will take care of this before MTT so they can get green forms from the doctor.

- Yvette and Robin will coordinate on people missing criminal forms, health forms, etc.
- Send your license plate forms to Tina now!

Vice President: Amy Unsworth

- Job revisions were based on feedback from the Board via email.
- A list of filled positions was posted for the Board's review. Committee members responsible for different positions were able to review the list and contact new members as needed.
- More discussion on parent jobs followed later.

Treasurer: Barbara Hoffman

- Revised reimbursement requisition form distributed.
- When making purchases on behalf of FUMCN, please make them tax exempt purchases; the church does not reimburse sales tax. Tax exempt forms were distributed.
 - It is best to do ahead of time at the store's customer services desk/dept.
 - Board members should collect from subcommittee members, review and then submit to Barbara or Brad Vincent
- Final budget for 2009-2010
 - No fund raising line item, in past it was just deducted from what they raised. In the past, this was budgeted.
 - In future board meetings, Barb will review numbers each time, break down for people
- Current enrollment (Juli): 25 3's 28 4's 7 5's
We have hit the break even point
- Tori – maintenance budget is much less this year, last year was a licensing year and we had to spend an extra \$1000
- Set up a folder for money collected for each class, separate from tuition folder.

Membership: Sarah Boren-Rao and Tori Booker

Sarah – 3's

- James Lim dropped out of 3pm
- Also has a friend who just applied today for 4pm
- Current totals: 8 in 3pm, 18 in 3am
- In the future, whoever is responsible for packets needs to delegate to someone else if unavailable during the summer. Also, extra copies should be available all year
- Make sure new people have for the upcoming meetings.
- Sarah H will email the newsletter link next weekend, with a reminder about the parent orientation meeting.

Tori – 4's

- 4am – full, 4pm has 11 now! This includes Andreas from 5's
- Laura -- do these numbers include people "on the fence"? Yes.
- 1 family said they sent tuition/forms 3 weeks ago
 - Concern about postage for forms packets– we need to think about this for next year. Maybe mail DHS forms directly to president next year to avoid postage concerns.

Curriculum: Jenni Wilkening & Staci Almeida

- Will get the names of field trip people today.
- Elizabeth has binder for previous field trips for 4's.

- Curriculum team working on “Around the World” theme. It seems we have very few people from other countries.
- Themes for the beginning of the year are: Back to school, All About Me, Transportation, then begin Around The World.
- October 23 is a teacher work day; maybe we will make this an all school train trip.

Maintenance: Elizabeth Elder

- Moira painted the cheese and turtle
- Wood chip delivery? Ellen, maintenance, and the gardener were working on this.
 - State mandates 6” material under play structures over 3’ tall.
 - Ellen was worried about water runoff would damage building
 - We usually get an annual delivery of 6 yards of wood chips
 - Ellen was liaison between FUMCN and Elaine – state regulations vs. gardening
 - Elaine Fisher, Board of Trustees, is concerned with the building. Laura will follow up with Elizabeth and Elaine to determine
 - Barb- are we going to have church facilitate wood chip installation? Some groups will do (boy scouts)

Fundraising: Robyn Bishop

- Coming up: babysitting night for fall
- Susan – restaurant night (CPK) popular, we should do it again.
- Learning express shopping day? Did we get paid for that? Barb will check. We made \$500-\$700.
- Auction will be 11/06/09.

Newsletter: Sarah Hafer

- Current issue is almost done, waiting for copy from a few people.
- She will post online and send an email link with dates in body of email.
- We will have a hard copy to hand out at parent orientation night. FUMCN will print first one, quantity of membership + 10.

Parent Education: Colleen Burroughs

- Parent Orientation Night 9/09/09
 - Presidents will email her with ideas about parent orientation night.
 - Board members bring flowers, stand up and introduce yourselves
 - It would be nice for new families to get a quick tour of the school. Juli can invite people down after the meeting, board members can stay.
 - Staci – one person in each room can go over duties on card. Also put someone in the kitchen to teach someone how to use dishwasher. Mary – are directions to operate still there? Maintenance can be in charge of this.
 - Amy – too overwhelming to have too much info at the beginning, it might be better to learn on the job
 - Juli – question about dates
 - Corrections/additions to dates listed on the agenda:
 - 9/10: Saline Fair Preschool Day
 - 9/10: 3’s class picnic 11-2 pm
 - 9/11: 4’s class picnic 11-2 pm
 - 1/13: Winter Membership meeting 7-9 pm

Vice President: Amy Unsworth

- Jobs – many jobs combined based on feedback from email

- Lunch club – Yvette doesn't want to coordinate, but she'll send an email out at the beginning of the year. Those interested will coordinate it. Post a flyer. Yvette will talk about it at orientation.
- Communications – team full, move one to fundraising (tech support)
- Curriculum – almost full
- 2 fives families need jobs – maybe assign one to fundraising committee? What is appropriate for 5's families
- Yvette will email Amy with who's missing (3 + 4s) to help determine which jobs we really need to fill.
- A listing of job descriptions can be found on P.40 in handbook (online!)
- We need to have a note on this page that reflects many jobs have changed – and a person to contact (???) with questions. Catherine will update the handbook with this information.
- Tonja will call social/class reps to advise them of change
- Need laundry, field trips, fund raising
- For orientation night – make the list, add board member names to committees, etc.
- Amy will send board the updated list prior to meeting
- Additions/changes to apron cards to Yvette

Member at Large: Tonja Fox

- Sibling Care: Talked to Nancy Meyers, know who needs it, more 4 am's, few 3 pm's.
 - Those families that need it will meet the teacher first.
 - Sibling care will be available the first and third week of each month will on Wednesdays, Thursdays, and Fridays.
 - What if families don't like available dates? Pay in full but what if you don't use it? Can you just drop your kid off if your babysitter cancels? No, need to maintain ratios.
 - Nancy – pay at beginning of semester, these are the days available, if they don't work for you we will work with you.
 - Maybe do a semester rate, commit to all dates, also offer day rate. Do we have a day rate? Yes - \$18
 - Need to offer enough dates for all am families
 - Sign up will take place at Meet the Teacher
 - Robyn and Barbara are working on a team regarding church childcare; they will coordinate with FUMCN.
 - Elizabeth Elder will do field trips for 4's all year unless someone else wants to
 - Field trips: make sure we avoid conflict with sib care days.

Another Note: Laura Dills

- Winter membership meeting: 1/13/10, 7-9pm in the social hall

**2009 FUMCN Board Retreat
August 30, 2009**

Recap and Voting on Low Enrollment Option

- The Board approved the most popular solutions from the Low Enrollment Meeting held on 8/20/09. The following is a summary of the “white sheets” produced at that meeting.

3 PM would have Ms. Juli, Ms. Mary, 1 Assist and 1 Emergency Assist

Pros	Cons
4 or 5 assists (and 4 or 5 emergency)	Can budget afford Ms. Mary?
Rooms stay open	Ms. Mary’s role as kid comforter lost?
No combining ages	Might need another assist (if so, 7 assists but no change in emergency)
Parents don’t have to change – they get what they signed up for	Less parental involvement
If we use “on-call” position, no need to have emergency	Huge discrepancy between 4pm assists and 3pm assists
	Loss of Ms. Juli and Ms. Mary to float, unless count emergency or Ms. Juli floats, Ms. Mary + 2 assists (1 does emergency duties)
<i>Note: Does this include closing a room? We like closing a room for low enrollment classes</i>	

4 PM: Close/rotate rooms, Ms. Juli and two assists (no emergency)

Pros	Cons
11 or 12 assists	Still a lot of assists
Stays true to FUMCN schedule	Less room for any student who needs quiet/alone space or individual attention from an adult
Might make the closed rooms more interesting/fun for the kids	Not fair to 4pm? More assist days and paying the same amount
Not combining ages	
No kid off on his/her own (more kids together)	
Bringing the Q room activity to another room might draw more interest	
Get rid of emergency assist, replace with “on-call” position; change only ¾ more assists	
Less kids = better teacher/assist ration	
Ask 3am and 4am to switch to level off classes	
Minimal change	

**These two plans go together. This was by far the most popular solution discussed at the meeting.*

Waitlist Changes for the Future

- The Board voted to leave the waitlist policy “as is”, rather than to change the policy to “freeze” the waitlist for PM families wanting to move up into the AM class.

Tuition Changes for the Future

- The Board voted to table a motion to debate a tuition increase for next year in light of the recent tuition increase.