



Board Minutes  
Date: October 6, 2015

Recording: Lisa Roche

Members Present: Irene McKenna, Kristin Keeney, Stephanie Beardsley, Monica O'Brien, Michele Reeves, Nadia Consilio, Carolyn Stahl, Lisa Roche

Start/Finish: 7:05 pm

Topic	Discussion	Action	Person Responsible
<b>Minutes:</b> <b>Lisa Roche</b>	August 2015 minutes reviewed/approved	Motion to pass/second	Michele Reeves/Carolyn Stahl
<b>Treasurer:</b> Irene McKenna	<p>Reviewed Tuition - looks high due to 4s reading program tuition</p> <p>Refund check to be issued to family who withdrew prior to beginning of year...child's spot was filled</p> <p>Fundraising: \$100 paid for fundraising buyout refunded due to family wanting to participate in current fundraiser.</p> <p>Refund from Konica Minolta: \$297.85</p> <p>Payroll is every 2 weeks - check dates were changed from Tuesday to Wednesday to avoid a premium check fee.</p> <p>Insurance will be going down next year</p> <p>Taxes for the year are done - expense was lower than quoted</p> <p>Reviewed money donated to Mrs. Gerardi's scholarship fund.</p> <p>Teacher pay: finding loophole with lawyers was good. Teachers are turning in timesheets and hours are on track. Time sheets seem redundant but are legally necessary</p> <p>Doing well with budget</p>		

<p><b>Treasurer continued</b></p>	<p>Many families are donating toys for 4s room. Stephanie has received many donations and there is currently a toy closet that needs to be gone through. Toy donations are not needed at this time.</p>		
<p><b>Committee Chair: Michele Reeves</b></p>	<p>Only one family does not have a job and cannot be contacted. A letter was sent via mail with Michele's contact information, but has not heard from family yet.</p> <p>Kristin: Family Event co-chairs emailed update on Fall Family Event: Results from the survey on the family event theme is for a Potluck dinner. Tentative date is November 13. They have been getting donations for raffles and more will be coming in. Ideas for the Potluck include possibly having pizzas donated from local pizza places, families bringing appetizers or desserts, \$1 recipe sale, saving recipes and putting them together as a cook book for future fundraiser.</p> <p>Discussion about Family Event committee participation - many members did not come to planning meeting and/or did not respond to email about meeting.</p> <p>Discussed possible future changes for Family Events Committee including committee restructuring and the need for a larger venue.</p> <p>Most dates for Family Events have been submitted to the church.</p> <p>Housekeeping: Rooms are getting cleaned</p>	<p>Kristin to speak with family member at school</p> <p>Michele to contact committee members to discuss participation and fees for non participation.</p>	<p>Kristin Keeney</p>

<p><b>Miss Patti (via email)</b></p>	<p>Miss Patti is going to send out something to her parents regarding helpful tips for assisting in the classroom. 27 out of her 32 families are new to the school.</p> <p>Suggestions: Utilize helping hands to help facilitate training new families. Veteran parents/board members to reach out to new families to check in.</p> <p>ZooMobile and Firehouse Field trip are scheduled for her classes</p> <p>Year is going well for Miss Jennie and Miss Lori Ann. Lori Ann would like shelves for her room.</p>		
<p><b>Registrar: Carolyn Stahl</b></p>	<p>One spot open in PM 4s</p> <p>1 family on waitlist for 2s</p>		
<p><b>Admin. Coordinator: Stephanie Beardsley</b></p>	<p>Stephanie and Patti need CPR recertification. Would like to possibly open up the opportunity for parents to become certified. Christine P. has been working on coordinating this through the fire dept.</p> <p>Family Events Dates: two submitted dates need to be switched due to conflicts with the church. Family Potluck dinner event has been tentatively moved to November 13th. Sweetheart Dance also needs to be rescheduled.</p> <p>Summerville apparel will be able to be ordered in time for the holidays.</p> <p>School pictures - Renee Romano will return as photographer. Stephanie and Renee to pick a date in November so pictures can be in before Christmas</p>	<p>Date for school pictures to be scheduled for some time in November</p>	<p>Stephanie</p>

	<p>Stacey Intrilligator has flash drive of pictures from Mrs. Gerardi's party. Mrs. Gerardi to pick the flash drive up at SNS.</p> <p>Discussed individual needs of three SNS children.</p>		
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<p><b>New Business:</b> Kristin and Nadia</p>	<p>Counted vote for increase in board credit. Proposed increase is 25% off tuition for 1 child.</p> <p>Vote results: YES: 78 NO: 9</p> <p>Medical Forms: two families in need of turning in current medical forms.</p> <p>Fundraiser Buyouts: Purpose of buyouts is for convenience. Cost was raised to encourage active participation in fundraising. Fundraising buyouts were increased to \$100 for fall fundraiser and \$100 for spring fundraiser. Forms need to be fixed to reflect this change.</p> <p>Miss LoriAnn was caught in a catch 22 with scholastic publications for her students. All children will be receiving a scholastic publication. Families were asked to pay \$5.95 but not all families did. Can she use money from the budget to pay the difference? No, because the money won't be benefitting all of her students. Solution: Increase tuition by \$6 to cover the cost</p> <p>Nadia: Discussed Newsletter format and what to include in monthly newsletters. For first newsletter , be sure to remind families about no cell phone use unless phones are being used as cameras. Post on Facebook as a reminder as well.</p> <p>Facebook Pictures: Pictures of children can only be posted if release from parents granting permission to do so is signed.</p> <p>Stephanie to look into grant writing.</p>	<p>Kristin to contact families</p> <p>Change fundraising form to reflect change in fundraising buyout amount.</p> <p>Send newsletter and post Facebook reminder about cell phone use</p>	<p>Kristin Keeney</p> <p>Kristin Keeney</p> <p>Nadia Consilio</p> <p>Stephanie</p>
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Next Meeting: November 3, 2015 at SNS library  
Meeting Adjourned: 8:50 p.m.

Respectfully Submitted,  
Lisa Roche, Secretary