



Full Board Minutes
Date: January 5, 2016

Recording: Lisa Roche

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

Topic	Discussion	Action	Person Responsible
Minutes: Lisa Roche	December board meeting minutes reviewed/ approved	Motion to pass/second	Michele Reeves/Irene McKenna

<p>Treasurer: Irene McKenna</p>	<p>Reviewed Budget - check was returned from bank <u>Fundraising</u> - still missing money from 2 families from the fall fundraiser. \$100 will be billed in the next billing cycle * + 3965 profit from Yankee Candle fundraiser. We were unexpectedly billed \$250 for shipping.</p> <p>Events: A lot was donated for the Potluck Dinner, and only \$150 was spent for the Holiday party</p> <p>Over \$600 in late fees has been collected from the first two billing cycles</p> <p>Irene has been receiving recent receipts where we are still paying taxes.</p> <p>Filing Cabinet needs to be organized - wanting to do this on a Monday or Wednesday during school.</p> <p>Irene going out of town - she may need help completing and sending in payroll</p>	<p>Include \$100 fundraising fee in next billing cycle for families who still owe</p> <p>Irene to talk to teachers to make sure they are using tax exempt form- teachers to keep copies on hand</p> <p>Organize filing cabinet</p>	<p>Monica O'Brien</p> <p>Irene</p> <p>Irene/available board members</p>
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<p>Committee Chair: Michele Reeves</p>	<p>We have a vice chair for 2016-2017 school year: Mark Potter</p> <p>Michele to send email recruiting for open positions and also including job descriptions</p> <p>Open Positions: Registrar Secretary Treasurer Billing Family Events (non board)</p> <p>Discussed bi-monthly meetings: committee chairs are to come to meetings. Class Coordinators to report to vice chair, unless they have other concerns that need to be addressed at meeting.</p> <p>Next Event: Valentines Dance - thinking about possibly ice skating</p> <p>Graduation - can it be in Fellowship Hall?</p> <p>Nadia to add information about Kindergarten orientation to the newsletter</p>	<p>Send recruiting email for open positions</p>	<p>Michele</p>
<p>Registrar: Carolyn Stahl</p>	<p>New registration information to go online</p> <p>One family has left the school - owes the school money and cannot be reached. There is another family interested in the open slot. Tuition will be prorated.</p>		

Admin. Coordinator: Stephanie Beardsley	Registration packets are ready. Stephanie to pass out tomorrow Patti - out next week. Kristen B will be taking over There is a new PM 4s family Staff meeting this morning - student evaluations are going to be done by February Break New Hallway games! Art Show at Library?	Pass out registration packets	Stephanie
New Business: Kristin Keeney & Nadia Consilio	SNS needs paper towels Rick Roche to teach a CPR class in spring Eagle Scout - will be a loft project in large muscle room. He is confident that he can get supplies donated. Newsletter - will be sent out when Nadia gets new laptop Shirts - will be selling sweatshirts and T-shirts Open House: February 7th - 1-3 Advertise on Facebook, Kids Out and About All Board Members to attend and bring kids	Nadia to send email to families asking them to send in a roll of paper towels Find out his availability Kristin K to contact Kids Out and About	Lisa Kristin

Meeting Adjourned: 8:25 p.m.

Next Meeting: February 2, 2016 at 7pm

Respectfully Submitted,

Lisa Roche, Secretary