CASTLE

Board of Directors Meeting

May 15, 2019

***Board Members Present: Jeannine Mattison, Nancy Rumph, Heide Perham, Kristen McClain, Carolyn Bennett, Crystal Jahns, Kristin Hustus, Eric Page***

***Staff Members Present: Nicole Sargent, Kim Hagan, Lindsay Therian, Jessica Smith***

**Call to order @ 6:35 PM**

* **Executive Session –** Yes.
* **Consent Agenda –** Jeannine 1st, Eric 2nd. Motion approved.
* **Approval of April Minutes –** Correct the spelling of Inishmor. Heide 1st, Kristin 2nd. Motion approved.
* **Reports**
* **Treasurer** – Nancy was disappointed that we didn't get donations from outside families.
* **Executive Director** – Enrollment is down for the upcoming year. Do we have people leaving here that are not aging out? Do we do an exit survey? Nicole asks personally on a case by case basis, but it may be a good idea. A family with a preschooler who will be school age next year is leaving full time, but may be back for special days.  
    
  Heide has a basket of dog-themed gifts for Trivia Night. Shop with Script is a fundraising company that just sells gift cards. You buy the gift card and a percentage is a rebate to the charity. The consumer gets the full face value, and the store donates the rebate. Nicole is waiting to announce this, as there have been a lot of asks right now. But when announced it will be made clear that this is a rebate/donation like Amazon Smile - no extra money out of pocket. Castle can also pre-buy popular gift cards and sell them at events.  
    
  Enrollment is down - what are we doing to counter this, and how much staffing turnover is expected. We are trying to promote as much as we can via Facebook and maybe at the Farmers Market. The brochure was sent out. Does Castle participate in the welcome wagon? That has a cost involved, but Nicole did include the brochure in welcome packets developed by C3. At certain times there is an influx. Late summer is typically a bump as school approaches.  
    
  Staffing - checking in with current staff about who is leaving and staying. Hiring now for staff leaving at the end of summer so they will be up to speed for next school year. Averaging 56 kids per day - need 2 less morning and afternoon staff. There was a long waiting list a few years ago, but now enrollment is down - what may be causing this? Population in town is trending downwards. There are kids on the waiting list who have made other arraignments and when the spot opens, they don't need to make the change. The demand is for full day preschool but we have only so many slots, and the demand isn't high enough for a complete second classroom.
* **Preschool Report** – NAEYC survey summary - strengths look really good. Parents need more communication that's positive. It’s easy to hear about the issues that pop up throughout the day. Is there a weekly/monthly communication that goes out from Preschool? There was good communication over the summer, but it changed quite a bit during the school year. The state is piloting this new structure and it is intense.  
    
  Survey responded that more information is needed on the transition to kindergarten. Parents to know what options are available and how to navigate any concerns. (big feelings)
* **Program Director** – What is the afterschool network? States have their own group of afterschool professionals, but there is a national organization as well. Many of the conferences and workshops are sponsored by this group.
* **Ongoing Business**
* **Annual Meeting Date** - June 7th Mad Science is coming during the day. They bill by the child, so that would be cost prohibitive for the whole center. Kim is planning Minute to Win it games. Pizza served by Castle and families bring potluck dessert. 5-6:30 timeframe.
* **Fundraising Update** - Talked about in Executive Report
* **New Business**
* **Budget Approval** – Nicole gave a summary of the significant budget changes, the reasons behind them, and a comparison from last year budget, actual, and projected for next year for everyone to review. Unanimously approved for 2019-2020 fiscal year. It will be sent to board members not in attendance tonight for their review & vote. Sue Banks, Mike Banks, Beth Mullin
* **Next Meeting Items**
* **Vote on Board Members**
* **Nancy volunteered to help with officer election**
* **Budget vote**
* **Adjourn @ 7:26 PM** – Heide 1st, Eric 2nd. Motion Approved.