



# Apple Playschools Board Meeting Minutes

Date & Time: 03.22.23 (5:45p - 7:30p) | Location: Zoom

Attendance: Etta Heisler, Lilly Connett, Ricky LaFosse, Sam Larson, Katie Pieper, Patricia Alvarez de Fallon, Jeff Wilkerson. Guest: Brittnai Murillo, Staff

Time (EST)	Topic	Who	Key Discussion Points	Decision to be made	Follow-up needed	Assigned	Deadline
5:45	Good News	Everyone					
5:50	Vote to approve February minutes			Motion to approve: Vote - Unanimous approval			
5:55	Board Report	Etta	<p>Staffing:</p> <ul style="list-style-type: none"> <li>Paused all of the teaching job applications, and will resume in one week.</li> <li>Recruiting for summer camp staff, looking for people over 18 who are interested.</li> <li>Informal acceptance of updated titles/roles for Amanda (Teaching and Learning Manager) and Maria (Operations Director); With addition of an administrative assistant and the new Development and Communications Manager focusing on day-to-day tasks, shifting roles allows long term staff to focus on more strategic initiatives and work; Consideration was given for creating job descriptions that can be reasonably filled, as needed in the future; Additional conversation around compensation is needed.</li> <li>The new Camp Director will be onboarded during the week. ‘</li> </ul> <p>Enrollment:</p> <ul style="list-style-type: none"> <li>On track for early childhood and</li> </ul>				

			<p>preschool programs.</p> <ul style="list-style-type: none"><li>• There's 20 spots left to fill for the summer camp.</li><li>• Manzanitas - some enrollment low due to lack of teachers to cover the full time; Leticia is focused on moving towards full capacity and has hired several people over the past couple months, taking future changes into account.</li><li>• Upper School - Reporting that a lot of families are struggling with the transition from the Lower School. As a result, to the extent possible, will keep kids at the Lower School a little longer, to help families feel more comfortable.</li></ul> <p>Other:</p> <ul style="list-style-type: none"><li>• submitted a proposal for \$66,000 to the J.W. Couch Foundation, and should know more by 3/31/2023; The foundation has two more deadlines during the year, which can be resubmitted to for consideration, as needed.</li><li>• Close to submitting the first state grant that's open, updates in April.</li><li>• Patricia and Jeff attended the first of three Beyond Board Basics classes, and reported out information gathered about board recruitment and engagement: It was suggested that APS submit information to boardlead.com, which puts nonprofit organizations in contact with people looking to serve on boards; Etta will assist with filling</li></ul>				
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			<p>out application. Also discussed onboarding members better, which will be facilitated by finishing the updated board handbook.</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Reports A green apple family have expertise in lead risk, and are eager to know about lead testing in Lower School; Etta shared 2011/2012 lead testing report from when APS moved into the building. Note: paint was not tested, so Etta is escalating the timing to get additional lead testing done.</li> <li>• The same family visited the Upper School and had feedback with concerns, which have since been or were previously already being addressed.</li> <li>• As COVID restrictions are reduced, parents will be back in the facilities more frequently, and APS needs to take a look around and ensure the area is presentable, and not just safe and functional.</li> <li>• No one has requested it, but Etta will be getting asbestos testing done, as well as testing the soil for lead levels.</li> <li>• Jeff questioned whether mold testing should be done during the facility remodel, Etta shared that Radon and mold testing were conducted at Upper and Lower School last year.</li> </ul>				
6:10	YTLM Financials	Etta/Jeff	Found an error in budget versus reported last month related to tuition, with the previously approved 4% increase in tuition being calculated				

			using 2021 tuition rates rather than 2022 rates. As a result, tuition rates on the website and in contracts signed by parents reflected a 2% increase rather than 4% increase over last year. Rather than go back and request a higher rate post contracts, leadership staff determined the difference and will explain the situation to push additional fundraising in 2023.				
6:20	Brittnai Introduction	Brittnai	Shared enthusiasm for the role and the mission, and what she has experienced in her first month with APS; Answered board member questions.				
	Committee Updates:						
6:30	<ul style="list-style-type: none"> <li>Site Expansion</li> </ul>	Jeff	<p>Reviewed information sent to board for consideration:</p> <ul style="list-style-type: none"> <li>MOU between church and APS</li> <li>Dexter documents and addition of \$16,000 to the estimate, without calculating the unknown cost of stairs; Board discussed the considerable difference in estimates between contractors.</li> </ul> <p>Church has made verbal commitment to share cost 50/50 up to approx \$200k; Terms of the lease have not been discussed yet, but the Church expressed a shared interest with APS in a 5 to 10 year lease. Grant requires a minimum 2 year lease.</p>	Move approve proposed MOU	<ul style="list-style-type: none"> <li>Once Jeff gets the go ahead from the Board, Dexter can start pulling permits for the foundation, which could take 6-10 weeks.</li> <li>Etta suggested once permit requests are submitted, she write to the council members for the ward Green Apple is located.</li> <li>Jeff will send out request for approval of proposed MOU on 3.23.23 in order to give Board Members 24 hours to review documents; Ricky reviewed the documents, and has voted in favor of approving the proposed MOU between APS and the church, in the event he doesn't respond to</li> </ul>		

					<ul style="list-style-type: none"> <li>the emailed vote.</li> <li>Determine a date for a community meeting in May to discuss facility updates with families; Etta will include a question about day of the week/time of day for community meeting in the family survey; Saving 4.25.23 and 4.27.23 starting at 7:30pm as possible dates/times.</li> </ul>		
6:55	<ul style="list-style-type: none"> <li>Board Recruitment</li> </ul>	Patricia	<p>Touch base with each board member on progress and support needed; What prospects each person has? What support is needed? How do we make joining the board more approachable?</p> <ul style="list-style-type: none"> <li>Lily suggested reaching out to summer camp families for board recruitment.</li> <li>Suggested to use APS reference page and personal story about why board membership for recruitment</li> <li>Consider local business owners as partners in board membership and beyond (e.g. Argus Farm Stop); Events with SPARK, the small business incubator could be a source for connecting with local business leaders, as well as Main Street Association and Kerrtown Business Association.</li> <li>People rolling off of board service with other organizations may be interested in joining.</li> <li>Discussed hosting an informal in-person event convening like-minded people and discuss board service and APS mission; In-person Mud Day adult meet up about the event and also pitch</li> </ul>		<ul style="list-style-type: none"> <li>Board Recruitment Email Template - Review Strategy and Revise the Email.</li> <li>Share out front/back pager about APS created by Brittnai.</li> <li>Find out what in-person events local business associations are hosting.</li> <li>Review upcoming United Way of Washtenaw Co events for possible place for board recruitment.</li> <li>Plan board event with APS and CDC boards</li> </ul>		

			board service				
7:05	<ul style="list-style-type: none"> <li>Committee &amp; Project Assignments</li> </ul>	Patricia	<p>Seeking volunteers for:</p> <ol style="list-style-type: none"> <li>Mud Day (recruitment, sponsorships)</li> <li>Site Expansion (Planning, contractors, fundraising)</li> <li>Board Recruitment, Onboarding (Handbook, outreach)</li> </ol> <p>Board member terms discussion: Ricky and Lily will be on for two years November 2023; Patricia is moving at the end of June, and will need her position filled with time for hand off of duties. Board members interested in moving into the position should let Etta know.</p>	<p>Board member assignment to committees: Jeff will be on Fundraising, Lily interested as well; Ricky on board recruitment; Katie assisted with Mud Day in 2022, will follow up to see if still interested.</p>	<ul style="list-style-type: none"> <li>Determine which committee KP and SL will be on.</li> <li>Move forward on President succession.</li> </ul>		
7:15	<ul style="list-style-type: none"> <li>Staff Benefits - Discussion of impact of probationary period and benefit eligibility vs. financial risk management</li> </ul>	Etta	<p>Etta reported likely medical benefit policy change from requiring a 90 day probationary period to immediate eligibility, to align with organization values and goals. Will also reconsider timing for other benefits, taking retention and incentives into consideration. Changes likely to go into effect as of May. Handbook will need to be updated to align with changes.</p> <p>Information shared about an increase to Amanda's hourly salary to be more commensurate with a program director, as she changes her job role and moves from part time to full time. Updated job description is available in the board materials.</p>				
7:20	Project Updates:			Patricia will send an email with project updates to board members.			
	<ul style="list-style-type: none"> <li>Bylaws</li> </ul>	Patricia		Review final notes and vote over			

				electronic mail			
	<ul style="list-style-type: none"><li>Employee Handbook (still under construction)</li></ul>	Patricia	Draft handbook, still in progress can be reviewed online.				
	<ul style="list-style-type: none"><li>Executive Director Evaluation</li></ul>	Patricia	Scheduling for the end of May.				