



Progressive Early Education for Social Change

Apple Playschools Board Meeting Minutes

Date	November 15, 2018
Location	Conference Call
Time	5:30-7:15 pm
Board Attendance	Amanda Massey, Dianne Curry, Pete Blank
Staff/Public Attendance	Jessica Carter

- 1. Official Call to Order - 5:30 pm**
- 2. Meeting Chair - Pete Blank**
- 3. ED Report**
 - a. Enrollment update:
 - i. Moving toward full enrollment at lower, apprentice teachers hired at lower, new PD hired at lower.
 - ii. Continue to hold open houses for all schools
 - b. Operations update:
 - i. Annual Appeal for Giving Tuesday. Board to share and assist with development efforts as well as commit to 100% give.
- 4. Financial Report**
 - a. New presentation for financials moving forward. Using Quickbooks to present balance sheet and monthly P&Ls.
 - b. Budget to Actuals reports in Quickbooks will start as well beginning in 2019.
 - c. Cash flow continues to be closely monitored.
- 5. Board Business - Old**
 - a. Separation Agreement revisions/amendments
 - b. Approve past minutes
- 6. Board Business - New**
 - a. Board professionalism moving forward
 - i. Board meeting annual agendas
 - ii. Work on updating Board Handbook and assessment by January meeting
 - b. Parent Policy discussion
 - i. Vote on policy via email after full Board review
 - c. PD board involvement/communication
 - d. Recruitment and onboarding for January meeting
 - e. Community meeting proposed for February or March
- 7. Adjourn - 7:05 pm**