



Apple Playschools Board Meeting Minutes

Date & Time: 11.21.23 (5:45p - 7:30p) | Location: Westgate Library

Attendance: Etta Heisler, Lilly Connett, Ricky LaFosse, Sam Kachuck, Katie Pieper, Jeff Wilkerson, Kelley Stearns, Gina Maksimchuk, with Leah Jones and Nick Baldus over Zoom. Brittnai Murillo attended public portion of the meeting.

Time (EST)	Topic	Who	Key Discussion Points	Decision to be made	Follow-up needed	Assigned	Deadline
5:45	Good News	All	<p>Etta reported on successful fire inspections at all three schools.</p> <p>Brittnai shared updated website for APS is up.</p>				
5:55	<p>Welcome new Board Members</p> <p>Approval of previous Board Minutes - Financial Discussion</p> <p>Future Board Meetings - slightly different time for “executive sessions” at the end of each meeting</p> <p>Acknowledge Parent Reps Role over the last Month</p> <p><u>Committees and Projects</u></p> <p>Committee Expectations (meeting schedule, note taking, reporting out on work)</p> <p>Finance Committee (Jeff, Nick, Etta, Sam K, Maria)</p> <ul style="list-style-type: none"> Review and adjustment of operational budget for FY24 Pro-forma for 3-5 year plan for facilities changes, stabilizing tuition, teacher pay growth 	Jeff	<p>Discussed options to improve facilities and services following discussions with families.</p> <p>Focused monthly oversight of budget and operations</p>	<p><u>Unanimously voted to approve October Board Meeting Minutes following discussed edits.</u></p> <p>Determine what would have the highest impact and can be applied incrementally at each location. Identify and brainstorm.</p> <p>Incremental reduction in operations expenses - with focus on highest impact opportunities first. These need to be identified and</p>	<p>Develop new committee to offer suggestions and feedback monthly with highest impact options first - with culture and community as the focus.</p> <p>Using our previously developed scenario planner ensure that our operational reduction is met month to month and if not suggest ways to hit identified targets</p> <p>Based on next year's budget</p>		

	<p>Fundraising Committee (Leah, Gina, Brittnai)</p> <ul style="list-style-type: none"> • Fundraising from individual donors and major gifts • Mud Day planning & sponsorships • Sponsorships and donations to support school improvements outside of expansion <p>Community & Culture Committee (Katie, Kelley)</p> <ul style="list-style-type: none"> • Communication with families regarding facilities and program improvement <p>Scholarship Committee (?)</p> <ul style="list-style-type: none"> • Working with finance to determine accommodations for families that requested it, including a qualification test that will meet most people's needs 			<p>strategically reduced</p> <p>Setting and achieving monthly goals. Setting up meet and greet opportunities, hold events, promote APS</p>	<p>projections, ensure we are meeting to close the budgetary gap through fundraising efforts. Monthly reporting and oversight to hit targets.</p> <p>Broad context budget discussion - goals to reach before approval of 2024 budget</p> <p>Discuss which board members would like to be a part of the scholarship committee and identify the goals and objectives of the committee.</p>		
6:15	<p>Financial and Operational Updates -Outstanding Tuition Invoices - plan for collecting?</p>	Etta	<p>A little bit over \$100k out in grant requests with another \$150k submitted in the next two weeks.</p> <p>Close to \$10k in unpaid invoices.</p>		<p>Maria will come up with better system to flag families who are past due, so that they do not leave APS with outstanding payments.</p> <p>Etta will reach out to the families with outstanding tuition invoices next week.</p>		
6:25	<p>Next Steps on Tuition Adjustment</p> <p>CLOSED SESSION</p>	Etta/Jeff		<p><u>Motioned to vote and unanimously passed to go into a closed session for the remainder of the board meeting.</u></p>			
7:30	Adjourn						