



# Apple Playschools Board Meeting Notes

Date & Time: 12.19.23 (5:45p - 7:30p) | Location: Westgate Library

Attendance: Etta Heisler, Lilly Connett, Sam Kachuck, Katie Pieper, Jeff Wilkerson, Kelley Stearns, Gina Maksimchuk, with Leah Jones, Nick Baldus and Brittnai Murillo (staff) over Zoom.

Time (EST)	Topic	Who	Key Discussion Points	Decision to be made	Follow-up needed	Assigned	Deadline
5:45	Good News		Group shared good moments with each other				
5:55	Minutes for Approval  Next Years Board Meetings          Signed Contracts Discussion		Last two Months  Alternative Locations	<p><u>Unanimously voted to approve October Board Meeting Minutes.</u></p> <p><u>Unanimously voted to approve November Board Meeting Minutes.</u></p> <p>Discussed board meetings in FY24:</p> <p>Alternate Malletts Creek and Westgate AAPL branches. Could also consider meeting in MZ office.</p> <p>Propose 4th Tuesday of the month for board meetings.</p> <p>Discussed 2024 contracts following the deadline:</p> <ul style="list-style-type: none"> <li>• Three families disenrolled (two cited hours or location as being the main reason)</li> <li>• Two families increased their schedules</li> <li>• Around three families decreased their schedules</li> </ul>	Email will be sent asking whether Monday or Tuesday works best to determine the day for meetings.		

			<ul style="list-style-type: none"><li>• Four families are yet to respond, follow up has already happened.</li><li>• All who requested tuition assistance were offered something and one decision is still pending</li></ul> <p>Discussed hiring needs and status for APS locations:</p> <ul style="list-style-type: none"><li>• Need to hire at least three FTE teachers for Upper; 2.5 - 3 FTE for Lower; 1.5 FTE for Manzanitas.</li></ul> <p>Etta shared information about and use of subcontract teachers through ECE Subhub.</p> <p>Reported that subcontract teachers are very expensive, with around \$8k-\$10k per month; Two subhub subs being recruited for hire at GA schools currently, but there is a significant finders fee associated.</p> <p>Etta shared hiring issues and staff responses to issues:</p> <ul style="list-style-type: none"><li>• People signed up for interviews regularly do not show up. As a result, staff are adjusting the expectations of the interview.</li><li>• Admin is revamping marketing to recruit</li></ul>	board to develop a committee to include family members to put forward ideas and strategies about recruitment; and how to be most strategic about hiring.		
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				<p>students, moms, professors, etc. and is looking at different places to post positions.</p> <ul style="list-style-type: none"> <li>• APS could offer parents to fill in as subs and provide a tuition "credit".</li> </ul>			
6:15	Committee Updates			<p>Community and Culture: Ensure new board members are reviewing personal/professional networks for fundraising and board member recruitment.</p> <p>Finance: Pro Forma can be created and cleaned up to be ready by the first week of January, to submit to the Ann Arbor Area Community Foundation, contingent on the budget completion and approval.</p> <ul style="list-style-type: none"> <li>• Sam &amp; Nick to co-chair the Finance committee.</li> </ul> <p>Fundraising: Gina to chair the committee.</p> <p>Family Engagement Committee: Family Representatives met several times to provide information and responses to families following tuition increase announcement.</p> <p>Etta provided updates on development and fundraising:</p> <ul style="list-style-type: none"> <li>• Previous donors have recently been engaged</li> <li>• Year-End-Appeal mailed following week, goal of \$5k</li> <li>• Two grants requests were not funded; Several grants</li> </ul>	<p>Engage families in a committee to expand APS's network for non-family board recruitment and fundraising, among other issues. Amanda would like to serve on the Family Engagement Committee.</p> <p>Family Reps connect with families on LinkedIn to see if there's a connection to foundations or other funders.</p> <p>Development project: Establish a campaign for families and community members to reach out to local reps, and be present during hearings, etc.; Call in connections and expertise from families.</p>		

				<p>are pending - James A &amp; Faith L Knight, IFF Facilities, Ralph C Wilson Jr. Foundation.</p> <ul style="list-style-type: none"> <li>• Following up with the Speckhard-Knight charitable foundation to see if they would consider a request from us in April.</li> </ul>			
6:25	Review draft budget			<p>Reviewed draft budget for high level discussion of line items.</p> <p>Timeline: Etta can have a more finalized draft for board review by Friday 12/22.</p> <p>Ramp up of "Upper School 2" expansion slots will start to be calculated in June at 50% and 100% in September in FY24 budget.</p> <p><u>Unanimous approval of vote for Executive Session, staff left.</u></p>			
7:15	Executive Session			Notes taken and distributed to Executive board members separately for review.			
7:30	Adjourn						