



Progressive Early Education for Social Change

Apple Playschools Board Meeting Minutes

Date	July 11, 2018
Location	Board President's House
Time	6:00-7:30 pm
Board Attendance	Amanda Massey, Ashley Waddell Tingstad, Kate VanHorn, Dianne Curry, Pete Blank (phone)
Staff/Public Attendance	Jill Mailing, Maria Rios, Jessica Carter, Sonja Knighton, Barbara Naess, Genevieve Compton, Gloria Jones, Celeste Del Real, Chelsea Froning

1. Official Call to Order - 6:00 pm
2. Introductions (staff and board members)
 - a. Roll Call
3. Meeting Chair - Kate VanHorn
4. Celebrating Dianne's Last Board Meeting
 - a. Shoutout to Dianne for her dedication to the board during the last two years
5. Review of Agenda
 - a. Budget Discussion
 - b. Treasurer's Report
6. 2019 Board Budget Discussion
 - a. Payroll
 - i. Updated teacher pay scale policy following work from finance committee/admin
 1. Benchmarked teacher wages to ensure equitable pay and transparent compensation scale moving forward
 2. Annual cost of living adjustments based on CPI
 3. Benchmarked admin salaries based on extensive Michigan non-profit research
 - b. Repairs and Maintenance
 - i. discussion to possibly hire internal (w2) maintenance tech to assist with repairs/maintenance instead of contracting services; potential change reflected conservatively in 2019 budget.
 - c. Review of reserve funds discussion from finance committee:



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- i. Ideally form three types: general reserve fund, capital investment fund, capital improvement fund
 - ii. Continue researching appropriate amount (by percent of total income) to fund reserve accounts
 - d. Adjusted Scholarships and Scholarship Fundraising Income line items to zero out
 - e. All participants reviewed budget by line item
 - f. **Board Vote** to Pass 2019 Budget
 - i. Motion to vote, seconded, motion passed unanimously.
7. Treasurer's Report
 - a. Annual Report based on school year and to come out in October
 - b. Prepare financial highlight presentation for July 26 donor appreciation event
8. Board Update
 - a. Old Business
 - i. **Board Vote** to approve June meeting minutes
 1. Motion to vote, seconded, motion passed
 - b. New Business
 - i. Recruitment: invite potential board members to July 26 donor appreciation event
 - ii. Schedule event update (Mudday, etc.) presentation for September/October board meeting
9. Meeting Adjourned at 7:50 pm