



*Progressive Early Education for Social Change*

## Apple Playschools Board Meeting Minutes

<b>Date</b>	March 21, 2019
<b>Location</b>	Ann Arbor District Library - Downtown Branch
<b>Board Attendance</b>	Pete Blank, Nimish Ganatra, Amanda Massey, Stephanie Moore, Ann Stalhandske
<b>Staff/Public Attendance</b>	Jessica Carter
<b>Time</b>	5:45 – 8:00pm

- 1. Official Call to Order – 5:30 pm**
- 2. Meeting Chair – Nimish Ganatra**
- 3. Executive Director Report**
  - a. Enrollment update
    - Enrolling families for 2019-20 school year
  - b. Operations update
    - Hired several new substitute and flex
    - Hiring process continues
  - c. Update on strategic planning process
    - Empowered Consulting will pitch their services at a future board meeting. Services may include raising funds for CDA training and community-focused events (e.g, Meet Up and Eat Up).
- 4. Financial Report**
  - a. Financial document review
    - Apple Scouts is a new item reflected in financials, this month only
- 5. Board Business - Old**
  - a. Website bios and pictures updates
    - Reminder to board members to send bios and picture to Maria
  - b. Board vote to approve February minutes.
    - Motion to vote, seconded, motion passed.
  - c. Discuss board meeting annual schedule

- PDs will give four presentations on the state of the schools each year – 2 to the community (September, March) and 2 to the board only (December, May)
- For meetings designated for PD attendance, they will have the option of staying for the duration of the meeting
- Board will revise schedule based on discussion and aim to finalize at April meeting

## 6. Board Business - New

- Debrief March 12 community meeting
  - Approximately 45 people in attendance, food, presentation of annual report, question and answer time
  - Positive response from the community
  - Families provided feedback during Q & A and on notes (e.g., requesting more feedback from teachers, directory of families)
  - For September community meeting, consider hiring someone (not a staff member) to play outside with kids.
- Strategies for improving communication among families, staff, & board
  - Family directory
    - In response to family requests made at the community meeting, PDs emailed families forms to opt in/out of the directory and will be sharing directory with families soon.
    - Form granting permission to include families' contact information in directory will be part of the enrollment packet beginning in 2019-20.
  - Family Teacher Organization (FTO) meetings
    - Important to have board representation at FTO meetings
    - FTO meetings have been held at Upper School in response to preference expressed by families; however, the location may present a challenge for families at the other two schools. FTO meetings will begin quarterly rotation of events across all three schools.
    - Nimish will continue attending FTO meetings. Stephanie will attend FTO meetings at Manzanitas.
  - School visits from board members
    - Important for board members to visit schools
    - Suggested addition of new board policy that requires new board members to visit all schools within 3 months of onboarding; possibly also an annual commitment to visit each school

- Staff have expressed interest in inviting board members to meet and greet events at schools
  - Board member attendance at staff meetings
    - Board members will commit to attending a staff meeting to meet staff and hear feedback
    - Parent board members should attend staff meeting at school where their child is *not* enrolled.
  - Transparency among teachers
    - Rubric for pay is in place, helps with transparency and equity among staff
- c. Board officer recruitment updates & nominations
- Discussed new board member nomination and recruitment process
  - Board agreed that nomination and selection processes need to be reviewed and standardized
  - April agenda item – Board member nomination and selection processes
- d. Scholarship applications
- Board discussed scholarship application
  - Board agreed that process and criteria for reviewing scholarship applications need to be reviewed and standardized
  - April agenda item – Scholarship review process and criteria

**7. Meeting Adjourned – 8:00 pm**