

**Little People's Learning Center**  
**Monthly Board of Director's Meeting**

Thursday, October 22, 2020 – 8 pm – 9:09 pm (Zoom)

\* The public version of these notes may be edited to protect the privacy rights of families, staff, and board

In attendance: Emma Ewert, Dylan Hoffman, Erin Makowsky, Jess Richards, Katy Wilkinson

Absent: N/A

**Agenda**

1. Call to Order
2. Review Previous Meeting Minutes and Action Items (Jess)
  - a. Minutes from Parent Meeting in Sept.
3. Director Update (Emma)
  - a. Sent in an email
  - b. Inservice day was **invaluable** – Identifying schedule for Inservice Day(s), quarterly?
    - i. *Dylan does \*not\* think Fourth of July is a weird holiday*
  - c. STEM grant – money for supplies already budgeted (\$1500-2000)
4. Financial Update
  - a. FIB and Meridian Accounts (Erin)
    - i. 3<sup>rd</sup> Quarter Closed out at end of September
    - ii. October - has 3 pays, pay rate changes; tuition increases
    - iii. Submitted PPP loan forgiveness last Thursday (Erin)
    - iv. **Meridian**  
Savings: \$20,008.25  
Checking: \$14,340.63  
Supplies Checking: \$570.05
    - v. **First Interstate** (PPP) -- \$26,549.02
  - b. Grant Funding Updates (Emma)
    - i. Yellowstone Community Fund – matched grant, \$3000 for COVID help for families
    - ii. NPS – reimbursed, waiting for \$6000, has been approved
5. Personnel Update (Emma)
6. Enrollment Update (Emma)
  - a. 1 family return – 1 child
  - b. 1 family meeting on Monday, enrolling 2 kids (2- and 3-year old)?
  - c. 1 family asking about 3-year-old?
  - d. Snoopy dynamic is difficult on Thursday (4 kids) with routines
7. Program Discussions

- a. Tuition Assistance Program (Emma)
    - i. Overview
      - 1. September \$712 we gave away in aid (4 families, 6 kiddos)
      - 2. Yellowstone Community Fund matched funds (\$3000)
      - 3. Total \$6,000 - \$712 = **\$5,288**
    - ii. Logistics (budget, prioritization, numbers of support days available, admin. Etc.)
      - 1. Eligibility - LPLC or Public Health Dept. recommended stay home
        - a. LPLC Policy
          - i. Seek medical professional or public health
          - ii. Loss of taste/smell; unexplained cough; shortness of breath
          - iii. Fever, nausea, diarrhea, etc (all other illness symptoms)
          - iv. Work groups – more stringent than others
      - 2. Financially Impacted Family
      - 3. Board decisions on aid
        - a. Prioritization before we run out of money
      - 4. Partial vs Full coverage
        - a. Extend money
        - b. Encourage vacation day use
        - c. Board voted – 50% coverage (5 votes for yes)
    - iii. Communication Strategy
      - 1. Online Form to excel sheet – Name, Days, Yes/No, additional help
      - 2. Written, easy to understand eligibility for parents
      - 3. Emma has shared LPLC policy for sick kiddos
      - 4. Remind parents about using vacation days
      - 5. **Communicate with parents choosing to do 50% repayment**
  - b. Housing Stipend (tabled from email discussion; November meeting)
    - i. Do not have the money for that
      - 1. Conversation with NPS forgiveness of housing rent
    - ii. Staff supplementary fund in the event we closed
  - c. Christmas Tree Lighting (Emma)
    - i. No indoor singing event; has been done outside?
    - ii. Poll parents for ideas (magic of the holidays)
8. Board Admin (Dylan)
  - a. Set regular meeting schedule (reoccurrence day + time, format)
    - i. Dylan will send poll for best times; around 5:30 end of month
  - b. Communications preferences
    - i. Zoom meetings
    - ii. Littlepeoples330, director.littlepeoples, treasurer.littlepeoples
    - iii. Personal emails fine for Katy & Jess
  - c. Invite parents to meetings?
    - i. Dylan put invites to meetings on calendar
    - ii. Littlepeoples330 calendar links to website
  - d. Director evaluation process/timeline (Katy)

- i. August & December timeframe
  - e. Bios and pics for web
    - i. Dark & stormy night for Dylan's bio
    - ii. New pics and bios for all members, please submit soon
  - f. Teacher/Board Appreciation fund. Gifts for recently departed board members (Lauren, Sena, Laura)
    - i. 2 teachers that left – received their going away gifts
    - ii. Board members – not done yet
      - 1. Katy & Emma chat
    - iii. Seasonals – Starbucks gift cards; Alison got bonus and REI gift card
  - g. Change signing for accounts
    - i. Thursday, October 29, 2020 for accounts
- 9. Any Other Business
  - a. NPS – Introductions between new board members, and figure out best practices moving forward
- 10. Roundtable
- 11. Adjourn

Action Items:

- Inservice Day schedule: Veteran's Day (Nov. 11), September/October Day, Spring? July 3<sup>rd</sup>?
- All Board: HUGE Thank You to Yellowstone Community Fund (Facebook?)
- All Board: Reflect on prioritization of Financial Aid for families based on needs/asks
  - Dylan and Emma review policy, 50% repayment communication with parents & YCF
- Katy: Emma Eval – December; touch base with Laura about evals
- Board Members – new picture and bio
- Katy & Emma: convo about board appreciation gifts
- Thursday October 29: Emma, Dylan, Lauren, Jess, Erin, time needed