

Little People's Learning Center
Monthly Board of Directors Meeting
Tuesday, May 4th, 2021 - 5:30pm - 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, Katy Wilkinson
Absent: Jess Richards

Agenda

1. Call to Order
2. Review Previous [Meeting Minutes](#) and Action Items
3. Standing Updates
 - a. Director Update - Questions/Comments (Emma)
 - i. **Hiring:** We had some hiccups with hiring this year that were really stressful for a month or so, but we are finally back on track, and have three new employees coming in starting next week (see below). One candidate declined because of pay. There are currently 9 kids requesting additional drop-ins, and we have 8 infants that have asked for summer enrollment. Additionally, Katy has a **local** lead that might be good for part-time.
 1. Lulu Harsh - local, interested in PT work, likely coming in on Thursdays
 2. Adam Wolf - starting in May, here for the summer as an Assistant Teacher
 3. Kaitlyn Knight - starting in June (start date is determined by housing) as the Park Rangers lead teacher and here for a year.
 - ii. **Housing:** The biggest juggling act right now is housing - we have housing for everyone above, but only just, and in such a way that I cannot currently get Kaitlyn here in time to overlap with Mary. We also have two additional employees for YAC, but neither has solid housing yet, so that is concerning me. We need to keep beating the NPS drum concerning additional housing (especially with Kristin, Mike, and Cam) as it ultimately is in the best interest of NPS to maintain a sustainable employee population at LPLC. We also discussed putting together a meeting with new NYEF ED, Shelly Siedleczek. Dylan will send and intro email.
 - iii. **Grants:** We have received two \$5000 grants (one from the Wyoming Community Foundation, and one from Park County Community Foundation) recently, and I am working on a couple more that came up. GAH is coming up and we still have no interest in an outside coordinator. Carrie has expressed interest in helping. We would like to leverage our 40th anniversary in this effort!
 - iv. **Schedules:** Overall, operationally, things are going smoothly, but with the staffing thing, we are really limited in what we can handle for drop ins and new schedules in May. Balancing the school and park schedule is a challenge as these don't line up, and it does mean it is inconvenient for families who have summer

jobs. We end up with this weird 5 week period where I need an additional teacher to meet needs, and usually I can manage an overlap with an outgoing and incoming teacher, but this year it was not possible.

- v. **Relicensing:** We passed our relicensing, but I needed to fix some paperwork things (I left a signature off a form, and it was an issue), so we are doing that now. The new Procure app should let us do these online eventually, and I am hoping that is something we can have in place by the fall.

- b. Financial (Erin and Emma)

- i. Account updates (**we still need to transfer PPP money from checking to savings to reset our \$20K savings balance)

- 1. Checking - \$60,570.74
 - 2. Savings - \$6,857.90
 - 3. Supplies - \$517.44
 - 4. First Interstate - \$550
 - 5. Total - \$68,496.08

Personnel update: Covered in Director's Report

- c. Enrollment: Covered in Director's Report

- 4. Program Discussions

- a. YAC: Starts on the 14th. Enrollment is strong at 20. We will be utilizing 2 MCC rooms and have 2 employees hired. We are still looking for an RV hookup for one staff member.

- 5. Other Business

- a. NPS Meeting Friday: We will be following up on facility issues and discussing next steps for NPS involvement in the playground project.
 - b. Substitute Quandary: We need to get creative on how to promote this. Ideas mentioned were more targeted communication with parents and the community (newsletter content, posting flyers at businesses, reframing the ask and the language we use to solicit subs, etc.)
 - c. Director Hiring: We need to convene a hiring committee to ensure that we cast the net early and wide. We'd like to bring someone on by the end of September or early October in order to have some overlap with Emma (hopefully about a month with her at part-time). Offline conversation suggested that we consider including a former LPLC parent or board member (Bethany came to mind) and/or an at-large community member (perhaps even Shelly from NYEF)
 - d. Graduation: June 10th. We are considering an outdoor picnic + gift bag for the graduates. We will need to solicit help with food and cleanup.
 - e. Previous Action Items
 - i. Curriculum vote → Board approved
 - ii. Parking Lot
 - 1. Misconduct Policies
 - 2. Confidentiality Statement
 - 3. Notary: Emma mentioned that we now have one at FIB. Dylan also mentioned that Lisa Dean at Xanterra is a notary in the Mammoth area.
 - f. In-person Board Meeting? All agreed that we do the May meeting in person. Perhaps even make it a social event. More to discuss...

6. Roundtable

7. Adjourn