

The Children's Education Center of the Islands (CECI)

Board Meeting Minutes

May 19th 2023 12pm

In person meeting at The Sanibel Public Library

Board Members Present:

Andrea Murphy

Matt Gaudreau

Brad Andres

Laura Gales

Michelle Keltner

Board Members Absent:

Ping Hu

Allyson Willis

Chelsea Sweiss

These minutes summarize the discussion and action items of the CECI Board of Directors on May 19th 2023 at 12pm

1. Welcome and Roll Call
 - a. Andrea Murphy, board president, called the meeting to order at 12:04PM and conducted a roll call to determine if there was a quorum present
 - b. Minutes from previous month's meeting were not available and therefore not approved. They will be approved at June meeting.
2. Sub-Committee Updates
 - a. Finances (Matt Gaudreau – Treasurer & Sub-Committee Chair)
 - i. Matt provided the following updates to the board:
 1. Review of recent deposits and expenditures
 2. Reviewed total in current accounts
 3. Discussed upcoming expenses due to Benchmark for work on Thompson Hall Renovation
 - b. Rebuilding (Brad Andres – Chair)
 - i. Updated provided by Matt Gaudreau
 1. Discussion regarding meeting with Joyce Owens Architecture which was attended by Matt, Andrea, and Michelle. Recommendation was made by all to move forward with Joyce Owens over other firms interviewed. See vote section for outcome.
 2. Need for land survey of property was discussed including cost and timeline. See vote section for outcome.
 3. Update provided on progress in Thompson Hall including electrical, plumbing, and interior progress including repairs to damaged subfloor
 4. Need for testing electrical outlets, appliances, etc was discussed including possible expenses if not working
 5. Timeline for demolition of the lower building was shared (2nd week in June)
 6. Discussion regarding setting up volunteer days following demolition

7. Discussion regarding need for fencing repairs of playground – Matt to discuss with Benchmark if this is within their scope or if needs to be done separately
 8. Brad suggested using Bee Landscaping again to assist in outside work to playground and parking lot – will work on getting pricing
- c. Community Outreach (Allyson Willis – Chair)
- i. Update was provided by Laura Gales
 1. It was decided to skip a family gathering for the month of May due to scheduling conflicts
 2. Consideration for an end of the school year gathering was discussed
 3. Plans for future volunteer days and priority/scope was discussed
 4. Matt and Michelle provided updates on presentation to Rotary and future presentation to Kiwanis
 5. Michelle discussed visit to Heights Foundation and possible future collaboration
 6. Discussed how to best utilize social media and emails to provide community updates on needs, reopening, and future plans
- d. Reopening (Andrea Murphy – Chair)
- i. Update was provided by Andrea Murphy
 1. Continued discussion of volunteer need
 2. Discussion of possible timing for a community open house and back to school night were discussed
 3. Needs for furnishing the classrooms was discussed
 4. Michelle to create Amazon wish list for classroom & outdoor items to be shared on social media
 5. Michelle provided update on furniture donation from owner of The Rainforest Academy in Fort Myers
 6. Laura provided update on donation of classroom materials and possible shelving donations from Guidecraft
- e. Fundraising (Laura Gales – Chair)
- i. Update was provided by Laura Gales
 1. Discussed that all scholarships had been award and that every applicant was able to receive scholarship funds that meant their financial needs
 2. Michelle will notify applicants of scholarship amounts and Laura will provide update to Lisa at the SGCF board
 3. Andrea stated that proceeds from sale at Rist home would be donated to CECI
- f. Bylaws (Chelsea Sweiss – Chair)
- i. Update provided by Matt Gaudrea
 1. Discussed need to re structure the board to increase continuity and reduce turnover – set board terms, parents staying on after child has graduated, and possibly opening to community members were all discussed
 2. Andrea to email parent community for 2023/2024 school year to gauge interest
 3. Further discussion at June meeting prior to any changes to bylaws
- g. Director Update (Michelle Keltner – Executive Director)
- i. Update provided by Michelle Keltner

1. Michelle shared recent meetings she had attended with community stakeholders
 2. Stated her state qualified director credentials will be completed in next 10 days
 3. Discussed teacher job posting and current positions available
 4. Provided school calendar recommendation which board approved unanimously
 5. Michelle discussed some updates to both parent and teacher handbooks
 6. Provided input on reopening timeline
3. Old Business
 - a. Board discussed teacher hiring in greater detail with Michele
 4. New Business
 - a. Board discussed need to develop clearer plan for outdoor spaces to be completed for reopening including: fencing, playground, and parking lot.
 - b. Board discussed number of vacant board seats for upcoming school year
 5. Votes
 - a. Hiring of Architectural Firm for New Construction
 - i. Board voted unanimously to hire Joyce Owens to be the architect for the construction of the new building
 - b. Land Survey
 - i. Board voted unanimously to move forward with a land survey from Haley Ward
 - c. School Year Calendar
 - i. Board voted unanimously to adopt the school calendar provided by executive director Michelle Keltner for the upcoming 2023/2024 school year
 6. Meeting Adjournment
 - a. Andrea Murphy adjourned the meeting at 1:26PM

Next Meeting:

June 16th at 12PM at the Sanibel Public Library (virtual option available)