

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

Board Meeting Minutes

June 16th 2023 12pm

In person meeting at Sanibel Public Library

Board Members Present:

Andrea Murphy

Matt Gaudreau

Laura Gales

Ping Hu

Brad Andres

Michelle Keltner

Board Members Absent:

Allyson Willis

These minutes summarize the discussion and action of items of the CECI Board of Directors on June 16th 2023 at 12pm

1. Welcome and Roll Call
 - a. Andrea Murphy, board president, called meeting to order at 12pm and conducted a roll call to determine if there was a quorum present
 - b. Minutes from previous two meetings were accepted as written
2. Board accepted the resignation of Board Secretary Chelsea Sweiss
3. Director's Update
 - a. Michelle provided the following update to the board:
 - i. Michelle provided an update regarding teacher hiring process including review previous staff who had expressed interest in returning and new hires
 - ii. Michelle discussed plans for software and curriculum to be utilized for the 2023/2024 school year – board voted unanimously to purchase requested curriculum.
 1. Creative Curriculum
 2. Enrollsy
 - iii. Michelle reviewed necessary steps and timeline for DCF review for reopening for August 2023/2024 school year
 - iv. Michelle discussed school needs and board encouraged her to create comprehensive wish lists which Laura Gales will share with the community
4. Sub-Committee Updates
 - a. Finance (Matt Gaudreau – Treasurer & Sub-Committee Chair)
 - i. Matt provided the following updates to the board
 1. Matt reviewed current balances, outstanding bills, and recent deposits
 2. Board discussed how to optimize and organize current non operational funds. Board member Brad Andres shared his expertise of the matter and board voted unanimously to have Brad assist the school through his occupation to better organize funds.
 3. Matt stated new insurance policy for the school has been completed

4. Andrea shared FEMA claim is being reopened
 - b. Rebuilding/Construction (Brad Andres – Sub-Committee Chair)
 - i. Matt provided the following updates to the board:
 1. Matt shared that lower building is scheduled to be demolished started on June 27th
 2. Matt stated the inside of the building is progressing on schedule
 3. Matt and board discussed change of plans regarding installation of a lift and plan to keep existing ramp for the time being
 4. Matt asked Michelle to contact Comcast to come out to wire Thompson Hall for internet and get pricing for installations of security system
 - c. Community Outreach (Laura Gales - Sub-Committee Chair)
 - i. Laura provided the following updates to the board:
 1. Board discussed upcoming campus events including volunteer days, grand reopening, and back to school night
 2. Back to school night was scheduled for August 10th tentatively
 3. Matt and Michelle attended a meeting with SanCap Kiwanis
 - d. Fundraising (Andrea Murphy - Sub-Committee Chair)
 - i. Andrea provided the following update to the board:
 1. Andrea met with the Rist Foundation to accept donation check and took Executive Director to campus
 2. Andrea discussed plans for a donor/fundraising event in February or March
 - 3.
 - e. Bylaws (TO BE ASSIGNED - Sub-Committee Chair)
 - i. Board discussed potential changes to the bylaws regarding board structure
 1. Andrea shared that there had been no parent volunteers for the upcoming school year in response to her email
 2. Board discussed extending terms to three years from two years and allowing parent board members to stay on for up to two years after their child has graduated – voted unanimously
 3. Matt will contact attorney Chris DeCosta to have bylaws amendment drafted to be reviewed and voted on during July board meeting
 4. Board decided to make no additional changes to board structure until after the start of the school year
 5. Board discussed request from SCCF to add CECI to the list of organizations against changes to land use on Captiva – after review of the bylaws the board decided it would potentially violate the bylaws and chose to not take a public stance on this matter.
5. Old Business
 - a. Bylaw amendment discussion
 - b. Curriculum & software
 6. New Business
 - a. Reopening Needs
 7. Votes

- a. Board voted unanimously to purchase requested Curriculum and Software for upcoming school year
 - b. Board voted unanimously to have board member Brad Andres take over non operational funds management for the school
 - c. Board voted unanimously to amend bylaws to board members having three year terms and parent members being permitted to stay on the board for up to two years after their child has graduated
8. Meeting Adjournment
- a. Andrea adjourned meeting at 1:21pm

Next Meeting May 19th 2023 at 12pm