

## **Children's Education Center of the Islands**

CECI Board Meeting Minutes

February 14th, 2023 4pm

Zoom platform used for meeting

### **Board members present on call:**

Andrea Murphy

Chelsea Sweiss

Matt Gaudreau

Laura Gales

Bella Ping

### **Absent:**

Brad Andres

Allyson Willis

*These minutes summarize the discussion and action items of the CECI Board on Feb 14th at 4pm.*

### **I. Welcome and Roll Call**

- Andrea Murphy, President, called the meeting to order and conducted a roll call to determine a quorum was present.
- Minutes accepted from Jan 26th, 2023 CECI Board meeting

### **II. Sub-Committees**

#### *A. Finances ( Matt Gaudreau gave updates )*

- Matt Gaudreau and Chelsea Sweiss met with Angi and created a template budget. Matt G will work on forecasting and budgeting prior to the 2/23 follow up meeting with Angi. Matt G emphasized the need for tuition numbers and Directory salary to help with budget forecasting.
- Gusto- currently have no employees but the new Director can be added if the Board/Director decides to stick with this program. Quickbooks may be sufficient for CECI needs but programming should be discussed with the new director, as he/she should be involved in the process of choosing systems CECI uses. MacNell should be helpful in getting Quickbooks set up if we choose that route.
- Matt Gaudreau reviewed bank account totals.

*B. Insurance/Demo/Rebuild- ( Matt Gaudreau gave updates)*

- Matt Gaudreau reached out to Brad Nickel, owner of Benchmark, to express concerns of slow communication. Brad Nickel spoke with Brian, our project manager, and is still committed to CECI's project and will work on speeding up the timeline on the pending quote.
- Matt Gaudreau met with the city planner. Once CECI hires a contractor for the lower building rebuild, we will need to meet again with the city planner to discuss the project.
- No update on insurance payout. Matt Gaudreau is following up again this week, but if a good and firm answer is not received the Board may want to consider an attorney.
- Matt Gaudreau spoke with Larry Hernandez at Studio2 Architecture. He asked to set up a meeting on campus with Larry H and he is going to get back to me with availability. Several Board members suggested other architects to look into for consults.

*C. Partnerships/Social Media/Communications- Laura Gales*

- Community outreach past upcoming events: Ding Darling Conservation Carnival April 22nd and Seahorse Festival April 23rd
- Family Gathering at playground on Sanibel in March pending confirmation from City of re-opening date.

*D. Emergency Plan/ Handoffs/Housekeeping- Chelsea Sweiss*

- All recent mail has been uploaded to the CECIteachers gmail account.
- Chelsea Sweiss created the Director offer of employment and that is currently being revised/edited
- Board Member binders are in the process of being put together. These will include Bylaws, Board member job descriptions, etc.

#### *E. Reopening- Andrea Murphy*

- Roof permit application has been submitted for Thompson Hall and demo for lower building quote has been provided.
- Mabry Brothers electrician has been contacted and Andrea Murphy will follow up.
- Enrollment packet was discussed including pricing, days per week, capacity for students, and VPK voucher. Board proposed only having a 5 days per week option and paying for before/aftercare weekly or monthly and possibly lumping them together. The Board also discussed need to have the new Director's input on the enrollment packet.
- Teacher hourly pay discussed.

#### *F. Fundraising/Grants/Loans- Laura Gales*

- Laura Gales is meeting with Rachel from the city tomorrow to get her insight/help in applying for agriculture grants for the school as she has had little luck with educational grants as most are for operational schools and want to sponsor programs or materials not necessarily the rebuilding of a physical building.
- Scholarships have all been funded and Laura Gales is working with the accounting (Kathy) at Sanctuary to get CECI paid for August and September.
- Laura Gales is also working with Lisa ( from The Sanctuary) to see about funding scholarship for the 2023/2024 school year and will likely submit a separate proposal soon. CECI can then ask for additional funds for the new building and Laura G suggests not having the MOU's tied to each other.
- Laura reviewed several grants that she has applied for including Lowes.

#### **III. Old Business**

- Board discussed Director offer letter, bonus pay, and salary.

#### **IV. New Business**

- Board decided to have a special board meeting after Director interviews are completed to vote on the new Director, salary and bonus structure.

- Laura Gales will email the health insurance broker to gather information for the new Director.
- Matt Gaudreau will reach out to Heidrick and Co for Workers' Comp information.
- Andrea Murphy spoke with Kiwanis and they have offered volunteers if needed.
- Andrea Murphy discussed the fundraising event (possibly Top Golf) and community members who can help.

## **V. Votes**

A. The Board would like to drop VPK voucher for the 2023/2024 school year.

1. Motion to approve: Andrea Murphy, Second: Chelsea Sweiss,

Vote: Unanimous

## **VI. Closed Session- Closed at 5:08pm**

## **VII. Addendum ( Votes)**

- *Board members present on call/text 2/24/23 10:18am* : Andrea Murphy, Brad Andres, Chelsea Sweiss, Matt Gaudreau, Ping Hu, Laura Gales, and Allyson Willis

A. The Interview committee has selected Michelle Keltner as CECI's new Director and would like to present this candidate to the entire board for a vote. A salary of \$55,000 plus bonus opportunities to reach a total max of \$65,000, health benefits, and PTO will be included in the offer.

1. Motion to approve: Andrea Murphy, Second: Chelsea Sweiss,

Vote: Unanimous

- *Board members present on call/text 3/3/23 2:20pm*: Andrea Murphy, Brad Andres, Chelsea Sweiss, Matt Gaudreau, Ping Hu, Laura Gales, and Allyson Willis

A. The board would like to increase tuition ( Age 2: monthly rate \$890, Age 3: monthly rate \$865, and Age 4: monthly rate \$840) for the 2023/2024 school year and package before and after care together which will be paid monthly at a rate of \$500.

1. Motion to approve: Andrea Murphy, Second: Chelsea Sweiss,

Vote: Unanimous

