

The Children's Education Center of the Islands

Board Meeting Minutes
November 10th at 9am
Sanibel Public Library

Board Members Present:

Andrea Murphy
Matt Gaudreau
Laura Gales
Brad Andres (via zoom)
Michelle Keltner

These minutes summarize the discussion and action of items of the CECEI Board of Directors on Friday November 10th at 9am

1. Welcome and Roll Call
 - a. Andrea Murphy, board president, called meeting to order at 9:05am and conducted a roll call to determine if there was a quorum present
 - b. Minutes from previous meeting were accepted as written by Matt Gaudreau
 - c. Note all future minutes will be signed and uploaded to the drive
2. Old Business
 - a. Discussed the creation of committees that were developed at the October board meeting
 - i. Board discussed the formation of two committees and reviewed the responsibilities of each committee.
 - ii. It was discussed that each committee chair would create a mission statement to be reviewed at the next board meeting.
 - iii. Following the approval of mission statements chairs would seek out additional members for the committees from within the parent community and from within the Sanibel community at large. These individuals will be reviewed by the Board of Directors
 - b. All member meeting
 - i. It was decided that the fundraising and community engagement committee would plan an all member meeting for sometime in January
 - ii. Ideas were discussed regarding the purpose of the meeting and how to best utilize the meeting
 - c. Director's Update
 - i. Donation Updates
 1. Michelle provided updates on donation of fees from Benchmark
 2. Michelle provided status on donation and bench dedication from Bank of the Islands
 3. Board discussed how to move these forward and Michelle will follow up with both and provide additional updates at the December meeting
 - ii. Michelle provided an update on timing and cost for the shade structure being funded by the SGCF grant

1. Cost \$47,800
2. To be completed over winter break
3. This structure will have a plaque and be dedicated to SGCF
- iii. Michelle provided an update on resiliency construction projects being funded by
 1. 3 old window can be used
 2. 7 additional windows and doors will be ordered
 3. Still on schedule to be completed over winter break
- iv. Michele stated she has not received any further communication with Joyce Owens – board discussed concerns about change of scope and possibility of needed new architecture firm
- v. Michelle provided a staffing update regarding changes to employee handbook
 1. Michelle stated all teachers were given a copy and signed it
 2. Further discussion will occur at staff meeting
 3. Board encouraged an all staff meeting ASAP to more effectively handle staff dynamics
- vi. Michelle provided requested funds to enclose a portion of the open decking with a roof and screen to add additional usable square footage to the school in the short term while building plans are finalize
 1. Cost \$18,000 to \$20,000
 2. Could be done with other resiliency work
 3. Board discussed if there would be funds left in grant or if we should seek additional funding
 4. Board requested Michelle provided update on current funds used and funds available in resiliency grant at next Board meeting

3. New Business

- i. Board discussed continued staffing concerns related to after care, vacation coverage, etc.
 1. Michelle discussed the barrier of current traffic for hiring additional staff support or creating a health substitute teacher pool for coverage
 2. Michelle shared with board current staff stress related to increase traffic and travel caused by the construction on the causeway. Michelle stated the teachers would find additional pay meaningful
 3. Board requested that Michelle review budget to see if this fits within current budget or if additional funding would need to be sought out
- ii. Mosquito Mist system which was suggested by a parent was discussed – board gave go ahead for Laura Gales to seek estimates and additional funding sources
- iii. Board discussed current minutes from Special Meeting and requested changes. Laura Gales will complete changes and send to the board for review. Further discussion at December board meeting.

4. Action Items Summary:

- a. All committee chairs should create mission statements and have first meeting
- b. Michelle will have an all employees meeting to review new handbook and further improve staff dynamics
- c. Michelle will create a spreadsheet accessible to Board of Directors with SGCF grant funds

- d. Laura Gales will update minutes from Special Meeting and send to the board for further review
- e. Michelle will follow-up with Benchmark regarding donation of fees
- f. Michelle & Matt will discuss possibilities for an addition with Benchmark including scope, cost, and timeline
- g. Michelle will follow up with Joyce Owens to discuss change in scope

Next Board Meeting will take place on Friday December 15th* at 9am at the Sanibel Public Library

note – meeting was moved after at the request of Secretary, Laura Gales, to accommodate travel schedule – all board members agreed to move meeting