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Minutes of Highlands Preschool Association February 12, 2015

- I. Call to Order:** A regular Board meeting of the Highlands Preschool Association was held at Highlands Preschool in Renton, Washington on February 12, 2015. President Kristi Hammond called the meeting to order at 7:01 PM. Secretary Julie Libadisos was present. A quorum was present.
- II. Sign In:** The Secretary circulated an attendance sheet and the President reminded all present to sign in.
Directors in attendance: Kristi Hammond, Amie Ojerio, Kate Bressan, Molly Gershon, Tiffany Smith, Lindsay Seiber, Heather Heiter, Julie Libadisos, Whitney Hutchings, Heather Schwenk, Amber Hausfeld
Directors not in attendance: Michelle Wyss, Sarah Shero, April Kreal
Advisors in attendance:, Karen Beckman, Erin Kleiber, Katie Czerwinski, Katie Lembra, Connie White, Melanie Gallagher, Shannon MacGillivray
- III. Approval of Minutes:** It was requested to change the first sentence of the Registrar's Report to reflect the length of 2015-2016 classes from 2 hours and 15 minutes to 2 hours and 30 minutes. Hearing no objection, the President declared the minutes of the January 8, 2015 Board meeting approved as corrected and distributed.
- IV. Reports of Officers and Standing Committees:**
- Officer Reports:*
- President's Report:** The President had no Executive Committee Report. The President reported that director Bridget Albright moved and is no longer on the board. The President will seek a volunteer for the open position on the Big Room Maintenance Committee.
- Treasurer's Report:** The Treasurer reviewed the current Income Statement. The Treasurer reported an increase in bank fees from more auto-pay and online payments again this month. Escript produced \$27.14 in fundraising income and Scholastic sent \$82.42 as a result of book fair sales. **Report filed.**
- The Treasurer reviewed the current Balance Sheet. She pointed out that the large balance in Undeposited Funds is income from 2014-2015 registration. The Administrator requested that all 2015-2016 registration fees and tuition be accounted for as Unearned Income. **Report filed.**
- Standing Committee Reports:*
- Registrar's Report:** The Registrar reported that 197 out of 208 roster spots are filled for the current school year, or 95%. There were 4 withdrawals but 17 new registrations since the January meeting.
- The Registrar reported that registration for the 2015-2016 school year currently is at 162 spots filled, which is the second highest registration amount in preschool history. This is up 43 spots, from 119, for 2014-2015.
- Executive Staff Report:** The Administrator reported that the Open House on February 3 went very well and that 49 informational packets were distributed to prospective families.
- The Administrator appointed Shannon MacGillivray and Connie White to the Nominating Committee for 2015-2016 Board officers. As staff member with the most seniority, Connie White will chair the committee. Connie appointed Board members Amie Ojerio and Amber Hausfeld to the Nominating Committee
- Fundraising Report:** The Committee reported the spring fundraiser packets were distributed to all classes. As the Butter Braid order forms did not include "Pastry Puffins," the Committee requested that the Administrator email that information to parents. All spring fundraising orders are due on Friday, February 27. Delivery date is set for March 31 with a pick up time to be determined as soon as possible.
- Big Room Maintenance Report:** The Committee will continue to clean all the play equipment and toys. The Committee requested that the Purchasing Committee buy three large storage totes to replace some cracking ones. The Committee reported the table and chair set might need replacement in the future. The Committee will attempt will tighten the screws on the loose chair legs.

School Activities: The Committee reported that Nancy Music is confirmed for March 25 at 10 am and 11:30 am. The Committee will circulate a bake sale volunteer sign-up sheet at the March meeting.

The Committee reported the informational flyers and Eventbrite link for Storybook Theater were distributed to all classes. The Committee decided to open up ticket sales immediately instead of waiting for the February 23 start date. The Committee requested that the Administrator email that information to parents.

The Committee requested information on Spring Fling party prizes. Katie Czerwinski offered to order a book through Scholastic for every student as a trade-in prize for eggs. Egg counts and a volunteer sign-up sheet will be discussed at the March meeting.

Pictures Report: The Committee reported that pictures are scheduled for March 11 and 12, with both individual and class pictures occurring on each of these days. Yuen Lui mailed order forms with a price list to the preschool. Options are to pre-pay online or bring the order form in on the day of pictures. As the photographers need order forms in hand for each student to get a picture, teachers will handle order forms and payments. An informational flyer will be distributed to parents along with the order forms during the first week of March.

The Committee requested a volunteer, preferably a teacher, to open the preschool and assist the photographers in their set-up location at 8:15 am on the mornings of March 11 and 12.

The Committee requested two volunteers for each AM and PM session on both days. Volunteers will have a free package incentive to assist during those times. A sign-up sheet was circulated, and volunteers will be solicited until all available spots have been filled.

The Administrator will consult with the teachers and contact the Custodians with a scaled-back Big Room set-up for the week of pictures, as the photographers will need several stations and most of the room for pictures.

Playground Maintenance: The Committee performed the monthly playground inspection with no problems reported. The teachers reported that bark is filling toy storage bins and will need to be emptied in the future.

Public Relations: In the Committee's absence, the President will ask them to provide the following signs: Storybook Theater, Spring Fundraisers, no school for the Nancy Music performance day, and Pictures.

Purchasing: The Committee was asked to purchase three toy storage bins, ibuprofen for teachers, enough silver and gold metallic Sharpies for each classroom to have one of each.

V. New Business: No new business reported.

VI. Announcements: The President read the announcements as printed on the agenda.

VII. Adjournment: The meeting adjourned at 7:41 PM.

Secretary, Highlands Preschool Assoc., Board of Directors

Date of Approval