

WTG Board Meeting Minutes

November 17, 2020 7:00pm-9:00pm



Type of Meeting: Board Meeting

Meeting Facilitator: Annmarie Duncan, President

Note taker: Stephanie Beard

Attendees: Sara Bennier, Amy Flinn, Annmarie Duncan, Lesley Clawson, Stephanie Beard, Mandy Mattingly, Jessie Phillips, Ana Ricard, Jennifer Van Tuyl, Han Wexler, Alyssa Nardozza, Katie Schlecht

Snack Volunteers: none (virtual meeting)

Class Coordinator Note Taker: Katie Schlecht

Call to Order 7:03

Approval of Minutes from Last Meeting *Ana motions to approve October Minutes. Seconded by Jennifer. Motion approved.*

Board Housekeeping - Annmarie (5min)

- Treasurer Departure - **Effective last weekend, Jodi has left as Treasurer. See the Updates and New Business section for details.**
- Yearbook Coordinator: Alyssa Nardozza
- Open Board Positions: Wed AM CC, Treasurer

Calendar

- Nov 9-20 Winter Tuition Collection
- Nov 20 Busy Bag Exchange signup extension
- Nov 23-27 *Thanksgiving Break (no class)*
- Nov 30 Winter Quarter begins
- Dec 3 Busy Bag Exchange
- Dec 22 - Jan 1 *Winter Break (no class)*
- Jan 12 "Kindergarten Readiness" speaker
- Jan 18 MLK Jr Day (class held)

Treasurer's Report

- **No report on the below topics due to Treasurer departure:**
 - Budget vs Actuals
 - Statement of Financial Position
 - Capital One account
- **Annmarie submitted taxes for WTG.**
- **No longer using Quickbooks for tuition because it required double entry in Jovial and Quickbooks.**

Registration – Lesley (5min)

- 20/21 Enrollment Update
 - **2 drops so far going into Winter quarter. No new registrations.**

- **Class coordinators to watch for those who are not showing up between the Thanksgiving and winter breaks. Odds are they are dropping from the program without actually stating it, and just won't pay tuition.**
- **51 students enrolled going into Winter quarter.**
- Jovial Access links expiration timeframe
 - **Previously, access links were good for 30 days. Jovial updated their security, so it is now only 2 hours.**
 - **Only variation on this are any emails that come from Registrar or Treasurer where they can set the parameters for how many days the link is good for.**
 - **Lesley to send emails to families who have a balance due which will include a 30 day link to see how this goes and then reevaluate at Spring tuition to see if we should expand to all. She can also send links to individual families if they are having trouble with Jovial - CCs to connect parents with her if they are having trouble.**
- Google forms ok? Any small changes?
 - **Everyone said it's fine, good to go. Lesley did add in the author/title spot for the book review option.**

Classrooms/Community Update

- **Website – Jessie (20min)**
 - Shared Drive Reorganization - Update/Check In
 - **Not everyone has updated their folders yet.**
 - **Currently have an issue around duplicate records. For example, Agenda is in President folder and Board folder. Minutes are in Board and Secretary folder. Everyone has access to Secretary so that's fine, but the Treasurer reports and President Agenda will be a problem.**
 - **As a solution, Jessie is already making the docs into PDF for the website, Webmaster with Archive PDFs into Board folder. Non editable (PDFs) to be added only.**
 - **Be sure you are using the Shared Drive not the personal drive tied to your email.**
 - **We will keep checking in on this to make sure it gets done before the end of the year.**
 - **Lesley - How much time should we spend on the archives for previous years?**
 - **Determined the focus should be on this year and the previous year. Then everything else will be archive and can be searched. Anything that is reviewed more than a couple times to be pulled out of archive.**
 - **Previous Registrar flash drive lost, but Sara has docs on her computer. Sara will drop files she has for anything prior to the 2017 school year into the Drive folder.**
 - Updates to the Student Login page
 - **Jessie has been putting the story time on the student login page. And the "WTG at home" packets.**
- **Marketing/Events – Mandy (10min)**
 - General update

- Mandy hasn't been doing much with it this month. Been on with Parent Map to get WTG in during January. Parent Map touched based again yesterday. How do we get a check to them without the treasurer? Would take about a week to get the checkbook to Annmarie to get that done. Money not due yet so it's ok.
 - Mandy would like to preset the Craft and Chats to get it on the calendar so people can plan to attend ahead of time.
 - Considering appealing to current families and pushing them to contact friends to get them involved.
 - Timing?
 - Winter quarter is all about holding on to who we have, and then we can really push registrations for next year in Spring. If we can focus on Spring/Next year, it's kind of a 2 for 1. Maybe things will be moving along with COVID to make it more interesting to families.
- **Librarians – Mandy (5min)**
 - Parent Resource Library checkouts update
 - Parent Resource library is open with the online check out system. Parents select their class on the website and then email Mandy with the book as a workaround to putting everyone's name on the website due to privacy concerns.
 - CCs and teachers can push use of the parent library. Could we add link in the weekly email? Jessie did add it to the home page as well.
 - Does WTG Facebook doing ads still? \$300 in September, she can restart the ads now, but she was saving it for the Jan/Feb to push in Spring and next year. Can we do a post that we are starting winter quarter, we have openings etc. Could mention parent ed topics as a way to bring people in.
- **Class Coordinators Reports**
 - Ana - tried to set up a parent meetup, had 1 family and they stayed on for about an hour. Will try to repeat this.
 - Alyssa - how was the Boo List - had 8 families participate. Positive feedback.
- **Safety and Facilities**
- **Secretary – Stephanie**

Thoughts from the Teachers - Sara and Amy

- Friday Outdoor Meetups
 - Canceled due to new COVID restrictions. Optics may not have been great if we are getting "large" groups together. Will pick them up again in the Spring if we are not back in class.
- Update on what other parent ed programs are doing
 - Lack of communication from other toddler groups is very frustrating. Lake Washington Toddler Group has been meeting outdoors. They are already done for this quarter, and they are not returning until January.
- Update on recommendations from OPEP
 - Removed restrictions of being in a particular phase to be in person. If your county is in Phase 1 or 2, do not be indoors and in person, you must be in Phase 3. That appears to have been removed. As of

- now, we are sticking with the plan we shared with families originally, but will reevaluate if things improve. Sounds like there has been a toddler group meeting in person, we aren't sure which toddler group, but it has been happening.
- Gave number of people allowed inside a facility. Maximum number of people is determined by capacity. 35 square feet per person, or up to 15 max. Ruth at the church will measure the classrooms and hallway so we can determine that number,
 - Kindergarten readiness all toddler group topic may be changing. It's on the calendar, but it may change.
 - Is next art pick up taking place with current restrictions?
 - We aren't in a stay at home order so it should be ok. We could put Xs on the ground to remind people to socially distance.
 - Northshore - as long as it's outdoors, 6ft distance, and doesn't exceed 5 people (including teachers) they're allowing pickups.
 - Could consider putting a few bags together for those not comfortable with getting out.
 - Sara had 100% show up to circle time today, positive indicator of interest.
 - Busy Bags
 - Families will drop off on the 3rd, and then pick up at the next art pick up to limit exposure/large group.
 - Board to support the WTG group Facebook posts to create engagement.

Updates and New Business - All Board

- Teachers: Possible play yard clean up
 - If we are in class, each class would be assigned to stay after class to clean up the play yard. Do we want to clean when we are in person or do it now? If we wait, it could be a huge task plus the typical safety and facilities typical duties. Around 3 people to go and clean it up, no kids, weekend.
 - Lesley - can we get honor society high schoolers that need volunteer hours and see if they want to clean up the leaves. Any concern with minors doing this work? Teachers will drive, Any has Woodinville High connections and will loop in the board as needed.
- Lesley: Waitlisted families' reservation fees via Jovial
 - Normally when registration is full and they are on the waitlist they have to mail a check to actually hold their spot. Jovial is being updated and may have an option for families to pay via credit card instead of having to mail a check. Jovial to share update in January.
- Annmarie: Division of Treasurer Duties
 - **Current status**
 - Annmarie has treasurer email access. A lot of unread emails, Jovial payments. If you pay by bank (ACH), it automatically goes through. If you pay through credit card, someone on our end has to accept, and if not done within 7 days, it's cancelled so we likely have some that were cancelled.
 - Lesley is going to physically deposit the checks.
 - Follow up emails to those families who have not paid.
 - Quickbooks stuff
 - Capital One money - there is no update on this.
 - Monthly reconciliation.
 - 2019-2020 report that hasn't been done.
 - **Assignments:**

- Stephanie will take on follow up emails for winter tuition. Annmarie and Lesley to give me more info once it gets closer.
- Lesley - Capital One money - forfeited to the state. Lesley will take this.
- TBD - Report for Lake Washington: It's a form that has to be completed.
- Annmarie will prioritize teacher contracts to make sure they are paid correctly.
- Lesley will accept any credit card payments. She's identified which ones were cancelled, and she will send follow up emails.
- We could consider hiring someone to do the treasurer email. Maybe in the weekly email to see if we can get someone who wants to do it.
- Get to Know Each Other Activity: Your favorite fall/winter holiday tradition that others don't do

Adjournment 9:04

Next Meeting: January 19, 2021