

WTG Board Meeting Minutes

January 19, 2021 7:00pm-9:00pm



Type of Meeting: Board Meeting

Meeting Facilitator: Annmarie Duncan, President

Note taker: Stephanie Beard

Invitees: 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: Han Wexler

Call to Order: 7:02

Approval of Minutes from Last Meeting *Mandy Motions to approve November Minutes. Seconded by Lesley. Motion approved.*

Board Housekeeping - Annmarie (5min)

- Open Board Positions: Treasurer, Wed AM CC, Safety and Facilities.

Calendar

- Jan 21 Art Pickup
- Jan 27 Bookclub
- Feb 3 Parent Ed: Emotion Coaching
- Feb 8-11 21-22 Registration
- Feb 11 Parent Ed: Parenting with Identity in Mind
- Feb 15-19 Mid-Winter Break: No class
- Feb 8-25 Spring Tuition Collection

Treasurer's Report - Annmarie (15min)

- Budget vs Actuals - *WTG is at 62% of the budget. WTG has received about half the tuition as anticipated. However, fewer fee waivers as well as no/lower spending on events is helping us stay in budget.*
 - o *Looking into hiring a book keeper. Kris from the college had 2 recommendations that support other toddler groups. One said she would be able to support starting in January, email has been sent to her. Fee is \$25 per hour. Goal will be to have her do an initial clean up and get through Spring tuition collection. This will require some back and forth since she cannot sign checks. Following Spring tuition collection, the Board will need to determine if it is worthwhile to keep a bookkeeper.*
 - o *Lesley Motions to approve a \$500 line item in the budget for book keeping services for this school year. Seconded by Mandy. Motion approved.*
- **Jovial Processing Fees**
 - o *As reference, we paid \$55 on Jovial processing fees for Winter quarter.*

- Statement of Financial Position
 - Lesley: Status update: Reclaiming Capital One \$\$ from State of WA
 - *Capital One never relinquished the money to the State. Also, another \$140 was found from PayPal who turned it over to the state when a family tried to pay tuition through PayPal. We don't have access to the money, couldn't make a withdrawal, but it is sitting there in our name which is good news. Lesley will continue working to get this back to the Board.*

Registration – Lesley (10min)

- 20/21 Enrollment Update
 - *New family for the first time since September, 1 withdrawal, and 1 transfer which was going to be a withdrawal but was saved by the Teachers.*
- 21/22 Enrollment Update
 - *Recommendation is to keep timeline the same instead of waiting until we may know what Fall will look like due to COVID.*
 - *Get registration info on Facebook and our website this week if possible.*
 - *Registration info email to current families this weekend. Gives 2 weeks before registration opens.*
 - *1 week after, email goes to alumni families. We can shift this if needed as alumni registration is scheduled for Feb 22.*
 - *Can we combine current and alumni families? Would have additional steps. Amy - this is something pretty small that we can give to the families who have stuck with WTG this year.*
 - *We can also move up the registration to Alumni by a week.*
 - *Feb 8 - 11, registration opens to current families.*
 - *Feb 22 Alumni family registration.*
 - *Open house around Feb 25, recommendation to do Zoom Q&A like we did in August. Priority registration is given to anyone who goes to the virtual Open House.*
 - *Potential for a second Zoom Open House in May*
 - *Registration open to public on March 5.*
 - *In person open house, pre registration Late August/Early September*
 - *Should we consider expanding our definition of “current families” because there are so few families this year? Yes - if we had anyone drop between last August and now, they will be included so we reach a few more.*
- *Jovial Credit Card at Registration*
 - *This is going to be rolled out by Jovial, Lesley going to training on Thursday. Wait listed families won't pay ahead of time, so Lesley will need to push out a link to pay on Jovial once they are accepted into the class.*
- *Lake Washington Forms*
 - *Do we need have them mail hard copy of Lake Washington form? No - they can be emailed so registration can be completely virtual. We may need to consider if Registrar should be checking the mail if we are getting much fewer checks. We'll see what Spring quarter looks like and make a determination at that time.*

Classrooms/Community Update

- **Website – Jessie (20min)**
 - Shared Drive Reorganization - Check In
 - *Continue to organize your individual folders on the Shared Drive. The Board folder now has a lot of documents that weren't there previously, including past Minutes, Agenda, and Budgets.*
- **Marketing/Events – Mandy (15min)**
 - ParentMap
 - *Advertisement for WTG on their website and in an email that went out about preschools. Info in the ads about registration opening in March for the general public.*
 - *Do we get any feedback about clicks from ParentMap? No, but our website allows us to check where traffic has come from. Website has received 4 clicks from Parent Map so far. 4 from display ads from Google Ad network.*
 - *Lesley will add Parent Map to the registration question "how you heard about us" to gather feedback that way as well.*
 - *Other advertising - coming down to budget at this point. Plan to discuss future spending in Feb meeting.*
 - Open House
 - *Recommending a virtual Q&A Open House with a slideshow and then open discussion. Looking towards a normal in person school year. Mandy is also willing to do a 1:1 phone call with families who have personal questions or want more of a 1:1 experience. Families would sign up with Mandy and she will set up time with them.*
 - *Could we also hold office hours on Facebook for those who have questions but maybe don't want to do a phone call? Yes - Mandy willing to do this.*
 - *Do we provide a virtual example of circle time, or shift this since we could be in person? It could be a marketing draw to have an activity or something kids could get involved in (e.g. circle time)*
 - *Mandy will review and connect with Lesley to confirm Open House date to include in registration email.*
 - *Plan to record the open house and have it available on the website, and then the 1:1s or Facebook Live will be available for those with questions if they'd like additional info.*
 - *Could Mandy livestream class if we go back in person? Pending update from teachers below.*
- **Librarians – Mandy (5min)**
 - Scholastic orders
 - *Haven't heard from Jenny about Scholastic, email sent earlier this week. Maybe we just direct families to the website where they can do their own order. They will now ship directly to your house due to COVID. Blurb to be crafted by Mandy to go into the CC emails to families to drive traffic to the website.*
 - *Parent Librarian*
 - *Books might be missing due to COVID since books weren't returned. Used last years inventory when the online check*

out was created, but it could be incorrect. Mandy will do an intensive inventory later this year.

- **Class Coordinators Reports**
 - Creating a sense of community/camaraderie in class
 - *It was observed that Parent Ed participation seems lower, open discussions weeks are sometimes/often skipped.*
 - *CCs can follow up if they haven't seen them in Parent Ed for a few weeks just to check in.*
 - *There is a lot of things at play with current circumstances. Zoom doesn't lend itself to easy conversation so these social situations just aren't as conducive. Difficult to stay on for social discussions for those with older kids that have online school.*
 - *Ana organized a happy hour, sent emails, did Facebook post. No one showed up until 30 min until after start time, 1 parent joined for about an hour. Started at 7pm.*
- **Safety and Facilities**
- **Secretary – Stephanie**

Thoughts from the Teachers - Sara and Amy

- Play yard clean up
 - *Completed - Honor Society cleaned up the yard for community service hours.*
- Current Thoughts on Possibility of Spring Reopening
 - *Very mixed results from the family survey. 17 families said return to in person, 13 want to stay virtual, 16 did not respond.*
 - *Wed AM - almost everyone wants to be virtual, if we go in person, that class would be empty.*
 - *Would potentially have to have 2 online classes, but that would be very complicated. Logistics would be difficult.*
 - *We could lose families due to hybrid schedules of in person schools for older children.*
 - *The church has approved WTG to come back in person as long as WTG adheres to numbers and guidelines. The church has not had someone do an assessment on air circulation for the building. Planning on doing this, they just haven't yet.*
 - *Masks came up a lot in the comments of the survey. At the current time, they are only required for 5 years and up, and recommended for 2-5. Some families would only come back if those 2 and up wore a mask.*
 - *Can't count on vaccines until after Spring quarter ends. Can't share if families have had a vaccine, it's a HIPPA concern.*
 - *If we do not return to in person, in person meet ups will start up again.*
 - *Can we do everything outside? Do a park instead? Logistics gets difficult, are we taking over a park, could overlap other toddler groups. We could do a park date as a class.*
 - *Overall, results were inconclusive, cannot make a decision at this time with the rapid changes taking place. Sara will send something out as a follow up to the survey so families aren't left wondering.*

Updates and New Business - All Board

- Lesley/Teachers: 21/22 Class Offerings
 - *Teacher Sara is not returning next year.*
 - *Classes - removing Monday. Class set up is difficult on Mondays. Will need to get a Wifi solution for Online class.*
 - *Tues AM - 24-36 months*
 - *Tues PM - Little Learners*
 - *Wed AM - 12-24 months*
 - *Wed PM - Wobblers*
 - *Thurs AM - 12-24 Months*
 - *Thurs PM - WTG Online*
 - *Fri AM - 18-36 Months*
 - *Timing - Adding in time to sanitize as it is likely that will need to be done.*
 - *AM: 9:15 - 11:00*
 - *PM 12:00 - 1:45*
- Annmarie: Student photos for Yearbook
 - *Photographer reached out to ask if we are interested in yearbook photos. Should we set this up? Drive up event, individual sign ups. Can we align to art pick up? Or can we offer 2 days? Sell as school photos not year book photo to encourage participation. Annmarie to loop in Alyssa who will be contact on this and drive it forward.*
- Annmarie: Is February meeting needed?
 - *Keep on the calendar.*
- Annmarie: Meeting board member needs
 - *If you're not enjoying being on the board or not getting what you need out of it, please let us know.*
- Get to Know Each Other Activity: Tv and/or movie recommendations, old or new!

Adjournment: 9:15

Next Meeting: February 23, 2021