

WTG Board Meeting Minutes

March 16, 2021 7:00pm-9:00pm



Type of Meeting: Board Meeting

Meeting Facilitator: Annmarie Duncan, President

Note taker: Stephanie Beard, Secretary

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

Snack Volunteers: none (virtual meeting)

Class Coordinator Note Taker: Alyssa Nardozza

Call to Order 7:02pm

Approval of Minutes from Last Meeting Lesley motions to approve February Minutes. Seconded by Ana. Motion approved.

Board Housekeeping - Annmarie (5min)

- Open Board Positions: Treasurer, Wed AM CC, Safety and Facilities
- Update Job Description -
 - *Everyone should review their job description and make any needed changes. Assumption should be that it is a normal year.*
- Board appreciation event -
 - *Homework for everyone: what kind of board appreciation should we do? Idea is to do something together. Bring ideas to the next board meeting. Typically a dinner, but this is tricky this year.*
- School Photos:
 - *Email went out for sign ups. Email went to CCs to remind people.*

Calendar

- Mar 24/25 School Photos
- Mar 25 Art Pickup
- Mar 31 Parent Ed: Self Care
- Apr 5-16 Spring Break - No School

Treasurer's Report - Annmarie (15min)

- Review reports: Budget vs Actuals; Statement of Financial Position
- Jovial fees change
 - *eliminate \$2.00 verification surcharge for ACH payments (one-time surcharge) starting 3/5/21*
 - *Replace with an increase of \$0.25 to the per-transaction fee. "We believe the overall cost of processing ACH will be roughly the same, but the accounting will be easier."*
 - *New per-transaction fee effective August 1, 2021. Was \$1, will be \$1.25/transaction*
- Reclaiming Capital One \$\$ from State of WA
 - *No update on the State's website. Can take up to 6 weeks to even begin processing. Next week is 6 weeks since certified mail was received.*

Registration – Lesley (5min)

- 20/21 Enrollment Update
 - *Sitting about net zero. 2 families dropped going in to Spring quarter. 1 moved, and 1 moved to full time preschool. Registered 3 new families (Lesley confirmed they were not expecting in person classes to avoid disappointment)*
- 21/22 Enrollment Update
 - *Since last board meeting there have been 17 registrations. We're currently at about half of what we would see in a typical year, but many are likely waiting to see what happens with COVID.*
 - *1 full class (24-36 class)*
 - *2 for the Online*
 - *Folder has been set up on the Share Drive in the Registrar for the LWT forms for easy transition for next year.*

Classrooms/Community Update

- **Website – Jessie**
- **Marketing/Events – Mandy (5min)**
 - Open House Recap
 - *14-15 signed up, 7-8 attended. Everyone who attended registered for classes.*
 - Wobblers Advertising
 - *Overlake and Evergreen for Wobblers - sent information out to their programs but they are still virtual. If they start back in person in the summer, we should get some leaflets or flyers into those classes.*
- **Librarians - Annmarie (5min)**
 - Scholastic orders
 - *6 orders, \$259. Everyone shipped them to home.*
 - *Jenny is considering 1 or 2 more orders/events this years.*
 - *Most of the points went towards buying books for students.*
 - *Overall it was a success.*
- **Class Coordinators Reports**
- **Safety and Facilities**
 - Church to provide HEPA Filters if classes return in person.
 - *NUCC decided on a HEPA Filter to purify the air quality for the classrooms. They would purchase 2 units, one for each room. With the doors to the hallway open they would circulate and clean the air for all your areas. Each unit is 22" high x 19" wide x 11 " deep. Units turned on when the teachers arrive and turned off when they leave. The air is filtered and circulated up to 5 times an hour.*
 - [*Honeywell PowerPlus True HEPA 530 sq. ft. Allergen Remover/Air Purifier-HPA3300BV1 - The Home Depot*](#)
 - *Will wait until after March 16th board meeting, for final decision on reopening for in person classes, to purchase them.*
 - *Would they buy for Fall? If we don't go back in Spring, we should ask fi they would be willing to do this for the Fall.*
 - *Legionnaires disease has been eliminated from the water.*
- **Secretary - Stephanie**

Thoughts from the Teachers - Sara and Amy

- Family Survey Reopening Results
 - 40 people completed it, 7 did not.
 - About 50/50 - 21 want in person, 19 stay online. If you remove the Online Only class (who is staying online any way), then 12 want to stay online.
 - 14 said they would not consider switching to the online class. 7 said they would consider it. Assumption would be that we would lose 5 registrations if we go back.
 - If we go back in person, every family could come in person each week, however, some classes would be too small. Both Wednesday classes would lose half of their families.
 - If we don't go back, it is not guaranteed that those families that wanted to go back would drop. Some families have shared they would prefer to go back, but would be fine if we stayed online.
 - Concerns around working around elementary school schedules that are now going back in person. Could cause families to drop.
 - Families want to stay with their current class, don't want to shuffle which may be required for in person classes.
 - Long list of tasks that must be completed including carpet cleaning, set up classrooms, must also break down classrooms, finalizing cleaning and reopening procedures, update handbook, purchase more storage tubs, hold second orientation etc.
 - **Teacher's conclusions:**
 - Do not recommend returning to in person classes for this school year. Too overwhelming for families when there are only 5 weeks. Takes about a month to get adjusted in a typical year which leaves 1 week.
 - Not enough families wanted to return to make it worthwhile, plus the additional tasks don't make sense.
 - Largest class would have 5. There would be the normal cleaning requirements plus the ext for COVID. Add in that toddlers haven't been around others, this could be difficult and not worth it for only 5 weeks.
 - **Teacher's Recommendations**
 - 2 more outdoor meetups - March 19th and 26th
 - After Spring Break offer "Indoor Meetups" instead of outdoor meetups at WTG. No setting up the bulletin boards, won't clean carpets.
 - Would have 45 min open play time, and then 15 min circle time in the play yard.
 - Same sign up process, but we'll have to talk about the process since there are only 7 slots. People want to see others from their own class, so we have to figure out how this would work.
 - April 23rd
 - April 30th
 - May 7th
 - May 14th
 - Last week of school, we would hold a class picnic at Cottage Lake park instead of holding class. Only if they are comfortable. AM classes 9:30, PM classes 11pm.
 - Create "summertime good buckets" for all families to be handed out on May 6th art pick up or class picnic.
 - **Board Response**

- *It would be helpful to include some of these explanations in the email to families (e.g. orientation, large amount of cleaning, adjustment to in class duties and in person for toddlers etc.)*
- *Indoor can be difficult for those who want to stick with their own class, especially when there are a lot of infants. Maybe provide priority (by emailing specific classes first) so they have first choice, but then opening it up to everyone the next day. Could provide each class one in person day, but if someone can't come then they don't have another opportunity. We don't know how popular these will be, but the outdoor meetups have never been that full.*
 - *Some of the new families were excited about the outdoor meetups, but it's possible they would not be comfortable with indoor meetups.*
 - *The families paying the infant spots all year, it would be good if we could do something for them (see new business below).*
 - *Marketing of these will be very important, push that it is indoor/outdoor meet up, could stay outdoors if they really wanted to. Circle time is outside so they could stay outdoors if they wanted.*
- *If we do the indoor meet ups - we should have the church buy the HEPA filters.*
- *Teachers to share information with families this week regarding decision to stay online.*
- *Sara to share final updated calendar.*

Updates and New Business - All Board

- **Annmarie: Membership Meeting May 4**
 - *Typically have this in Fall and Spring. Do we have to have this? If so, do we have it tied to a board meeting instead of a speaker?*
 - *Recommendation: Have Membership Meeting prior to May 18th board meeting (membership meeting to begin at 7pm).*
 - *2 months to recruit Board positions for next year.*
- **Amy: Fall Hybrid Tuition**
 - *Don't know what Fall will look like, if we can't go full in person, we may be in hybrid format of every other week. Consider tuition reduction if we are operating on a hybrid model.*
 - *This would have to be done by quarter and would be flexible based on shift from hybrid to full in person.*
 - *Not something we need advertise, but we can revisit once we get closer to next year.*
- **Families paying Infant Spots**
 - *Can we do a tuition refund? If so, how many quarters?*
 - *\$270 to give back infant spot fees this year.*
 - *Lesley motions to refund the additional \$30 infant tuition paid per family per quarter (\$270 total/\$90 per family) to the 3 families who have paid it for the entire school year. Seconded by Jessie. Motion approved.*
- **There are 3 families who haven't paid**
 - *Lesley will take the first one - she has not been to class*
 - *Jones - Stephanie to reach out. She has been to class*
 - *Ness - Alyssa to reach out, they have been traveling and class time didn't work for them.*

- Get to Know Each Other Activity: What is a successful habit that you have started in recent years?

Adjournment: 8:46

Next Meeting: April 20, 2021