

AMS Board Meeting

2/16/23

Present (via zoom): Bill Walsh, Emily Rodriguez, Danielle Sell, Michelle Krauska, Heather Smart, Ashely Stuerer, Sue Barkow

Absent: none

Call to order 1:05pm

Determine a quorum – yes

Approval of past minutes for posting: One change. Bill made a motion that we change the wording around Emma leaving from “her choice” to “Emma resigned her position”. Danielle – 2nd, all in favor.

Finance report – very much so in the black. Grant monies have come in.

- Audit is not finished just yet. We have provided everything needed, we’re waiting on the auditors to complete their portion.
- Financial sheet shows an error of \$241,000 plus change, but that money didn’t actually go out. It was a double posting error on the Quickbooks side that didn’t actually go out. It has since been rectified.
- Aging billing –
 - There are 3 accounts with outstanding invoices that are over 1-year old. .We will move forward with bringing these accounts to small claims court since they fall under the allowed threshold. Should the families choose not to pay, there is an option to garnish wages.
- Grants –
 - Thanks to Emily, the year-one implementation grant grant reimbursement came in as one lump sum.
 - The Charter Implementation 3 year grant is ending after this year. It was offered and agreed to allow schools to accelerate reimbursement requests for year 2 to get access to the allotted funds.

Daycare Licensing update –

- Inspection report came in and the application is in the mail.
- Next step is to apply for the YoungStar accreditation. It’s a 1-5 rating scale.

Oaks contract for Summer of ’23 –

- They want to lease the space again for next summer, however they are asking for the same rental rate of \$2,000. This is very low for what is being leased. The lease duration for this year is longer and offering more amenities (cleaning crew). Based on days rented and space used, a fair offer of \$4,000 will be made.

Summer ’23 enrollment

- Enrollment is low, but typically families wait to see what summer will bring.

Admin Task Reallocation and New Staff Roles

- Jenny would like to assume more of a school nurse role since that is her background. She is open to increasing hours during the “sick season”. Jenny wants more nurse type work and less admin (can she think about coming in the office during “sick season”
- Bill will be passing many things off to a business manager (except the potential purchase of the church). Business manager may be an accounting firm (bookkeeping and CPA services).
 - We need a person to help with grants.
- Manda – Business manager or Operations manager
- Some of Emily’s responsibilities have been passed to Ashley.
- We need to hire a receptionist...someone to sit with sick kiddos, answer phones, talk to parents, etc.
- Formal announcement to the staff that Emily is back to the Head of School position.

'23-'24 Budget

- Emily presented a report breaking out each classroom with expenditures and revenues. 3 options for the Infant/Toddler program for next year were presented. If we keep the class loads with the way they are currently, we will incur a \$121,000 loss, this is not sustainable. Adjusting the ratio of students at the I/T level from 8/2 to 12/3 will solve most of the income gap. This is also bringing the classrooms in line with state ratios which we currently are under ratios. This is staffing Jenga to get all the appropriate teachers in the ideal classroom placement and balance the children among the classrooms. It is a fine line of balance between student education and sustainability. Danielle made a motion to accept option 3 (changing the student/teacher ratio as stated above) as a sustainable infant/toddler budget strategy. Bill W – 2nd, All in favor.

Closed open session – 2:29 pm

Open closed session – 2:29pm

Closed closed session 3:14pm

Meeting adjourned at 3:14pm.