

The Children’s Education Center of the Islands (CECI)

Board Meeting Minutes

April 21st at 12pm

In person meeting at Sanibel Public Library

Board Members Present:

Andrea Murphy

Matt Gaudreau

Chelsea Sweiss

Ping Hu

Michelle Keltner

Board Members Absent:

Brad Andres

Allyson Willis

These minutes summarize the discussion and action of items of the CECI Board of Directors on April 21st 2023 at 12pm

1. Welcome and Roll Call
 - a. Andrea Murphy, board president, called meeting to order at 12pm and conducted a roll call to determine if there was a quorum present
 - b. Minutes from previous meeting were accepted as written
2. Sub-Committee Updates
 - a. Finance (Matt Gaudreau – Treasurer & Sub-Committee Chair)
 - i. Matt provided the following updates to the board
 1. Wind policy completed and check received
 2. Update on donation deposit and current account balances
 3. Discussion of SBA loan vs. FEMA grants options – Andrea provided feedback from SBA loan officer and recommended course of action
 4. Additional loan options were discussed
 5. Discussion of where different bank accounts should be organized and what banks
 6. Michelle given access to QuickBooks to review and assist accountant
 - b. Rebuilding/Construction (Brad Andres – Sub-Committee Chair)
 - i. Matt provided the following updates to the board:
 1. Roof completed by CTG and balance to be paid discussed
 2. Benchmark emergency permitted submitted and approved by The City of Sanibel
 3. Interior demolition and remediation was started by Benchmark including removing floorings, clean cutting dry wall, and beginning final mold remediation
 4. Electrical and plumbing contracts approved to have permits filed with The City of Sanibel
 5. Discussion on feasibility budget for new construction building and update on meeting with Joyce Owens Architecture Firm

- c. Community Outreach (Allyson Willis - Sub-Committee Chair)
 - i. Laura provided the following updates to the board:
 1. Work on “share your CEI memory campaign/collecting stories” Laura to contact Historical Society and Sanibel Public Library, as well as, reach back out to Troy Thompson
 2. Discussion on how to engage alumni more effectively and possibly create a database
 3. Transitioning social media to Michelle once school starts
 4. Michelle taking over email campaigns and newsletters
 5. Community open house schedule for Thompson Hall – possibly late June depending on construction timeline
- d. Reopening (Andrea Murphy - Sub-Committee Chair)
 - i. Andrea provided the following update to the board:
 1. Michelle provided update for DCF reinspection timeline including that they will need a letter from Benchmark regarding building safety
 2. Discussion of a back to school night
- e. Fundraising (Laura Gales - Sub-Committee Chair)
 - i. Laura provided the following update to the board:
 1. The Rist Family Foundation house donations picked up by Matt and Chelsea
 2. Discussion about Sanctuary feature and update on scholarship fund update
 3. The Sanibel Captiva Community Bank Donation and upcoming photo
 4. Structure the capital campaign and naming opportunities
 5. Discussion of outreach and fundraising events
 6. Available Early Learning Grants once we reopen for staff education
- f. Bylaws (Chelsea Sweiss - Sub-Committee Chair)
 - i. Chelsea provided the following updates to the board:
 1. Matt and Chelsea met with attorney Chris DeCosta in person regarding updating the bylaws including the update for being able to take SBA or other loan if needed
 2. Michelle requested amendment regarding loans include limitations and guidelines for when and what types of loans can be taken by the board
 3. Discussion regarding the board structure to improve continuity prior to August reopening
 - a. Chelsea suggested doing 1 year post your child graduating & board member job descriptions in handbook – she will share what she has started
 - b. Andrea suggested staggering board member exits
- g. Director’s Update
 - i. Michelle provided the following update to the board:
 1. Michelle will update parent handbook and employee handbook
 2. Discussion of teaching contracts including pay ranges, benefits including tolls and paid time off – how it was done before and will be in the future

3. Brief discussion of holiday camps of feasibility this year due to logistical limitations
 4. Laura suggested following Lee County School Calendar to allow for construction projects
 5. Discussion about returning teachers and expressed interest as well as the importance of continuity for parents and kids
 3. Old Business
 - a. Bylaw amendment discussion
 - b. Selection of Architect
 4. New Business
 - a. Future events
 - b. Alumni engagement
 5. Votes
 - a. No votes occurred during this board meeting
 6. Meeting Adjournment
 - a. Andrea adjourned meeting at 1:24pm

Next Meeting May 19th 2023 at 12pm