

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

Board Meeting Minutes

August 11th 2023 10am

In person at the Sanibel Public Library

Board Members Present:

Andrea Murphy

Matt Gaudreau

Laura Gales

Brad Andres

Michelle Keltner

Board Members Absent:

Ping Hu

These minutes summarize the discussion and action of items of the CECI Board of Directors on August 11th 2023 at 10am

1. Welcome and Roll Call
 - a. Andrea Murphy, board president, called meeting to order at 10:03am and conducted a roll call to determine if there was a quorum present
 - b. Minutes from previous meeting were accepted as written
 - c. Board accepted member at large Allyson Willis' resignation
2. Director's Update – Michelle Keltner
 - a. Updated was provided to board on the timing and status of DCF final inspections for reopening on Monday August 14th 2023
 - b. Updated was provided on enrollment including withdrawal of additional students due a variety of circumstances (example: island home not being ready yet)
 - c. The possibility of adding 1 year olds to the 2 year old room which has the lowest enrolment was discussed – Michelle was asked to discuss with DCF and provide update to the board at next meeting
 - d. Budget was briefly discussed including utilization of an aftercare provider who is at a lower rate than teaching staff – Michelle to provide full annual budget update at next month's board meeting
 - e. Michelle provided brief update on additional improvements being made to Thompson Hall including the addition of gutters and a water filtration system
 - f. Michelle provided update on resiliency measures for Thompson Hall as laid out in the MOU from the Sanctuary Golf Club Foundation grant. It was decided Michelle would run point on these improvements including new windows/hardie board siding, and new back doors with a proposed timeline of winter break for completion
 - g. Michelle proposed an expense of \$7,000 to add a new track and additional pad to the playground area – board voted unanimously in favor of approving proposal. This project has a tentative completion date of mid September
3. Old Business
 - a. Bylaw amendment discussion
 - i. The proposed bylaws amendments were discussed by all present board members in detail

- ii. Laura Gales provided insight as to alternatives to changing the bylaws and insight she received through outside consultation
 - iii. It was decided unanimously to do a resolution to allow Board Treasurer, Matt Gaudreau, to complete his elected two year term, serving one additional after his child has graduated from the school, to ensure continuity related to construction repairs and insurance claims over the next year.
 - iv. It was additionally decided the Board President, Andrea Murphy, would be serve an additional two year term for the same reason
 - v. Laura Gales will draft a resolution which will be read, voted on, and signed at the next board meeting
 - vi. Board voted unanimously to reject bylaws amendments both related to board composition and taking a loan at this time
 - vii. The possibility of hiring a non profit consultant to help streamline the bylaws and create standing rules was discussed
 - b. Architectural progress
 - i. Michelle provided update on communication with current architect (Joyce Owens)
 - ii. Board discussed concerns about lack of communication/progress
 - iii. Michelle will follow-up again and if needed additional options will be explored at the next board meeting
- 4. New Business
 - a. New Board Member Recruitment
 - i. Board discussed possible interested parents to join the board, specifically, discussed the importance of engagement from parents with younger children.
 - ii. It was decided current board members would seek to get higher parent participation on sub committees in hopes to having renewed engagement from parent community with board now that school has reopened
 - b. Future events were discussed
 - i. It was decided Andrea Murphy would reach out to event planners in hopes of doing an larger fundraising/50th anniversary event in 2024
 - ii. The postponement of the ribbon cutting until The Sanctuary Golf Foundation Board members could be present was discussed and approved
 - c. On the agenda for next board meeting
 - i. Annual budget review
 - ii. Enrollment update
 - iii. Architectural Update
 - iv. Resiliency Construction Update
 - v. Establish new board subcommittees & chairs
 - vi. Elect executive committee
- 5. Votes
 - a. Approve proposal to replace track on playground - Unanimous
- 6. Meeting Adjournment
 - a. Andrea adjourned meeting at 11:00am

Next Meeting September 8th 10am

