

## **Children's Education Center of the Islands**

CECI Board Meeting Minutes

December 2nd, 2022 4pm

Ring Central platform used for meeting

### **Board members present on call:**

Andrea Murphy

Brad Andres

Chelsea Sweiss

Matt Gaudreau

Laura Gales

Allyson Willis

Bella Ping

### **Absent:**

Courtney Miller

*These minutes summarize the discussion and action items of the CECI Board on Dec 2nd at 4pm.*

### **I. Welcome and Roll Call**

- Andrea Murphy, President, called the meeting to order and conducted a roll call to determine a quorum was present.
- Minutes accepted from Nov 17th, 2022 CECI Board meeting
- Board discussed making the minutes and Bylaws available on the CECI website.

### **II. Interim Director discussion**

- Board discussed the need for an Interim Director. Determined that CECI needs an Interim Director to help facilitate applications for grants and other applications. Andrea Murphy was nominated by Laura Gales. The Board voted on Andrea Murphy being the Interim Director at CECI.

A. Motion to approve: Matt Gaudreau, Second- Brad Andres Vote: unanimous

### **III. Sub-Committees**

A. *Finances ( Matt Gaudreau gave updates )*

- Matt was recently given full access to Quickbooks. Quickbooks has not been reconciled in quite some time and will need to be thoroughly worked through to get it up to date. Brad Andres and Matt Gaudreau are setting up an initial meeting to begin this process, as

well as a full financial analysis as access to accounts and updates from Kerra Pike were being waited on through the end of November.

- The Board was updated on the status of the checking/savings accounts at The Bank of the Islands. Bank account paperwork has been signed off on for BOI by Andrea Murphy and Matt Gaudreau. Brad Andres will need to complete as well. All other account balances will be checked once we have proper credentials to access, which should take place by 11/30/2022. CECI has a bank account and CD at SanCap bank also. Transfer of account holder names will need to be completed in person at one of their branches.
- Andrea Murphy has reached out to the CECI accountant as of 11/30/2022, which was her first date back from maternity leave. This committee will be setting up a meeting with her to review all aspects of what she does for CECI, what CECI needs to have done and if it remains a good fit to use MacNell.

#### CONTACTS:

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- Payroll will be run by 12/1/2022 for either the last pay period ending 11/27/2022 or through the end of the month. If only through 11/27/2022, payroll will be run a final time for Kerra Pike's hours during the next cycle. She will also have her unused PTO paid out per the handbook guidelines. As of 12/1/2022 CECI will have no employees, Gusto will need to be updated so we do not run any payroll taxes.
- Andrea Murphy is reaching out to the Enrollsy contact as of 11/30/2022 to confirm if CECI still needs this program.

#### *B. Insurance/Demo/Rebuild- ( Matt Gaudreau & Brad Andres gave updates)*

- Matt Gaudreau has been in contact with the flood adjuster, Angela Banks, every day since last Friday about this claim. Matt Gaudreau also went out to CECI to retake pictures and videos for the insurance claim that they "lost" or needed additional.
- The flood claim estimate from Wright National Flood Insurance Co. came in at \$320,084.51 on 11/28/2022. This accounts for \$364,410.21

in total replacement cost value, minus \$43,075.70 for depreciation and minus \$1,250.00 in deductible amounts. The claim is 43 pages long and has not been combed through in detail yet. There is nothing needing to be signed, however the adjuster asked that we respond with an agreement or a denial of this proposal. If we accept, the claim can still be reopened for additional costs incurred to be submitted.

- NOTE: Per Matt Gaudreau's conversation with the adjuster, she indicates the property will be over the 50% FEMA rule. She also stated that they do not pay out the full policy unless damage is over the limit (\$500K for CEI property). The city will make the final call on the 50% decision substantially damaged. If it is deemed substantially damaged, the city will need to provide a letter to be sent in with a claim for ICC (Increased Cost Compliance) which can be registered for an additional \$30k to rebuild to code. The flood estimate should be given to our contractor also so they can check against their assessment/inspection.
- Reappraisal suggested.
- No communication from Frontline regarding wind proposal yet. They have not returned Matt Gaudreau's calls or emails.
- Pertaining to the loss of agriculture and loss of outdoor classroom space, our flood adjuster indicated this is not part of the flood policy. Matt Gaudreau has the same question in for Wind as well and is waiting for updates from them.
- Both buildings have been remediated and bleached. The backyard play space has also been cleaned up. Brad Andres indicated that the crew was going to remove all items from the storage spaces underneath Thompson Hall, remove the fridge, and sweep the lower hall on 11/29/2022. Storage unit items will be placed separate from all others to be sorted. Total estimated cost: \$16,000.
- Matt Gaudreau has a call and email out again to our project manager at Benchmark, Brian Wood, requesting a call/meeting to discuss the scope of the work and the current situation financially with the school. Matt Gaudreau asked if the retainer fee could be waived and to set clear financial expectations with Benchmark. From Brian Wood's previous message, the hope is they work with CEI to get this project in motion and completed. CEI is looking at other commercial contractors for quotes/estimates as well.

- Tax receipt for donations was created and discussed need for transparency for future donations.

*C. Partnerships/Social Media/Communications- Allyson Willis*

- Allyson Willis reached out to teachers for photos/material for Social Media accounts to update families on the buildings progress.
- Family potluck with arts & crafts suggested for mid-January at Estero Park. ( cost is \$50 )
- Suggested reaching out for “End of Year” donations.

*D. Emergency Plan/Master Handbook/ Handoffs- Chelsea Sweiss*

- Current review of previous Handbook and Emergency Plans in process.
- A new Director job description was created but needs to be finalized. This was emailed to the board for review. We are also working on a more CECI specific Director job description for the day to day job duties.
- Lead teacher and teacher job descriptions also in review.
- All important documents requested to be uploaded to the CECI google drive to utilize for the CECI Master Handbook.

*E. Reopening- Andrea Murphy*

- Andrea Murphy spoke with DCF and they said there is no special means of destroying the records we have retrieved from CECI. ( some records are in bad condition) Andrea Murphy has files at her house that need to be sorted and figure out what needs to be kept. She will be handing this off to the Housekeeping committee.
- DCF confirmed mobile classrooms are acceptable but needs to be clarified if acceptable during active construction. Family survey suggested to gauge enrollment.
- Wanda McKittrick now has her director credentials.

- Jesyca Virning, Founder and CEO of Purpose SWFL, experienced in forming preschools, can offer consulting services and training for new director.
- Angie Welch, Sanibel resident and small business advisor has also offered her expertise and assistance.
- The SBA loan application has been uploaded. Several documents are needed. The accounting was behind by at least one year and needs to be updated to submit the 2021 990 with our application. MacNeill was contacted regarding this but no response.
- CFI calls are going well and informative. There is a non profit employee assistance fund and the application should be out soon. Maria from FISH also mentioned they have helped CECI scholarship families at Christmas in the past. Andrea Murphy has reached out to her.
- SCCF said Sea School is working on providing free programs for island kids. It was suggested to contact them about doing a CECI kids day.

#### *F. Bylaws/Housekeeping- Laura Gales*

- Laura Gales is handing over the Bylaws update task to Courtney Miller.

#### *G. Fundraising/Grants/Loans- Laura Gales*

- The fundraising committee started to develop ideas for possible fundraising opportunities for the holiday season including a possible wish/angel tree, CECI t-shirts, and reaching out to the community for donations and partnerships.
- Kerra Pike informed Laura Gales that CECI received a \$10k donation/ grant from Kiwanis just prior to the Hurricane hitting. CECI was originally supposed to receive the first week in October. Laura Gales is in the process of following up to see when CECI will receive that donation and if there is an MOU connected to it.
- Laura Gales has uploaded a copy of the Sanctuary MOU to the Google drive. Unfortunately the meeting with some of the board members from the Sanctuary scheduled for this week did not happen. She is working

on rescheduling this meeting for December 6th so we can learn the status of the building grant money and possibility of amending the MOU accordingly.

- Kerra Pike had requested the MOU for the \$30k scholarship portion of the grant be reallocated to the in-town schools those students are attending. Kerra Pike has provided Laura Gales with a copy of this spreadsheet and POC of the Sanctuary. The invoices from CECI for August and September to be reimbursed for the scholarship money were never provided to the Sanctuary and CECI has not received that reimbursement. All of the schools the CECI scholarship students who requested continued assistance are attending have received funds reimbursement for this November except one which she is working on clearing up.
- Laura Gales will be applying for two additional grants. See information below.

1. This one is through DCF : <https://eces4healthykids.org/>

2. Through Florida Literacy Association: <https://files.constantcontact.com/1952c40a001/74decc29-01d5-41e7-97f1-785d7986da51.pdf>

3. <https://flareads.org/>

- CFI Meeting Update: Andrea Murphy and Laura Gales attended the non-profit zoom meeting this morning. They will forward full meeting summary to the board. Some ideas from the meeting that other non-profits are doing: Hosting holiday events & sending out regular newsletters with updates and community resources (again might be good to do for parents).

Upcoming events CECI should consider having a presence at:

1. Bell Tower Tree Lighting & Sanibel Luminary Dec 2 6pm to 8pm
2. Chamber luncheon at Sanibel Marriott Dec 6th
3. Captiva Civid Association Gathering Dec 12th at 5PM
4. CFI Holiday Gathering at Ceilo Dec 13th

Also of note SCCF shared they have retained Benchmark to do the Bailey Homestead, Sea School, and the SCCF property.

Next CFI meeting is Jan 3rd at 8:30am.

## **II. Old Business**

- Andrea Murphy is working on connecting the GoFundMe account to the CECI bank account.

## **III. New Business**

- Matt Gaudreau notified the Board that CECI has received a letter from the unemployment office that Kerra Pike, Sherry Fisher and Wanda McKittrick had applied for unemployment on October 6, 2022 and October 11, 2022. The information is on the “Connect Account” and the Board has not been successful in accessing this account. The Board is attempting to determine if these employees have been collecting unemployment and for what time frames.

## **IV. Closed Session- Closed at 5:10pm**

### **IV. Addendum**

- Conference call on Dec 11th, 2022 at 5pm to vote on retaining Benchmark as CECI’s contractor.
- **Board members present on call:** Andrea Murphy, Chelsea Sweiss, Matt Gaudreau, Allyson Willis, Ping Hu, Laura Gales
  - A. The Board would wishes to retain Benchmark as CECI’s rebuilding contractor and to pay the required retainer.
    1. Motion to approve: Andrea Murphy, Second: Chelsea Sweiss, Vote: Unanimous

Closed call- Closed at 5:05pm