

Children's Education Center of the Islands

CECI Board Meeting Minutes

January 12th, 2022 4pm

Zoom format

Board members present on call:

Andrea Murphy

Brad Andres

Chelsea Sweiss

Matt Gaudreau

Laura Gales

Allyson Willis

Absent:

Bella Ping

Guest speakers:

Ger Ronan (Joined the last 15min of the meeting)

These minutes summarize the discussion and action items of the CECI Board on January 12th, 2023 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 Dec 16th, 2022 CECI Board meeting
- The Board officially accepted Courtney Miller's resignation of her Board position.

II. Sub-Committees

A. Finances (Matt Gaudreau)

1. MacNell is in the process of reconciling the bank accounts/quickbooks.
2. Several families have reached out for end of year tax documents. Per Jennifer at MacNell, the school is not required to provide these statements of tuition. The form 2441 is part of Form 1040 in the tax return which needs to be completed by the parents if they are claiming child and dependent care expenses. Due to CECI utilizing multiple platforms and the state of the accounting records, we can not offer these numbers and families will need to check their own records. CECI will consider software platforms that include these services in the future.
3. Bee invoice has been paid. Andrea Murphy cut the check.

4. Gusto - W2's will need to be sent out, which appears to be a feature of the site. Gusto will mail them to each employee for \$3/person (Board approved). Payroll was run and all previous employees are being moved to inactive status once the W-2s are out.

B. Insurance/Demo/Rebuild- (Matt Gaudreau)

1. Frontline sent a letter dated 1/3/2023 noting the claim has not been paid and is pending a "Final Damage Estimate Review". Matt Gaudreau reached out to our adjuster, Toni Tate, to ensure there is nothing they are needing from us at this time and was informed that they are only waiting on the revision of the field report. We have not been given an estimated amount for this.
2. Still waiting on Flood insurance check. Matt Gaudreau will follow up.
3. Benchmark had indicated that they would be in touch by the 2nd week of January with an update. If we do not hear anything by Friday, Matt Gaudreau will follow up with Brian and the Benchmark team. He has already inquired with Brian and Brad (owner) to set up weekly/bi-weekly meetings to ensure the project remains moving forward how we want.

C. Partnerships/Social Media/Communications- (Allyson Willis)

1. Jan 22, 2023 will be CECI's family picnic. Flyer is being sent out.
2. CECI will be at the community event at the Rec Center on Feb 4th, 2023. Sherry will be doing Arts & Crafts. Allyson Willis will be completing a Press release for the newspaper.
3. Allyson Willis requested CECI to use an email marketing platform like Constant Contact. Chelsea Sweiss will work on integrating this into the CECI website.

D. Emergency Plan/Master Handbook/ Handoffs- (Chelsea Sweiss)

1. No updates. Chelsea Sweiss requested that this sub-committee be folded into the Bylaws/Housekeeping at this time.

E. Reopening- (Andrea Murphy)

1. Two options for reopening: Join with the Rec Center temporarily and/or add a mobile classroom on CECI property. There are obstacles for both. CECI may need a new license if CECI is located at the Rec Center as well as a Director. Andrea from the Rec Center is checking with DCF to see if a license is required if the children accepted were potty trained. Tuesday & Thursday

from 8am-1pm was offered at this time. The space is available now if CECI can provide the teacher.

2. The mobile option will require a Director as well and permitting from the city for the mobile classroom. There are several previous teachers who remain committed to working with CECI. The goal would be to open in the fall. Laura Gales received quotes several months ago for the mobile classroom and will follow up for pricing and timeline. Matt Gaudreau will reach out to Benchmark on placement sites for the mobile unit and obtain CECI's property lines.
3. Hiring a Director/staff was discussed and importance of creating a timeline for reopening. Director job description will be reviewed by the Board and several other consultants.

F. Bylaws/Housekeeping- (Chelsea Sweiss)

1. Chelsea Sweiss will now be the chair of this sub-committee.
2. Chelsea Sweiss retrieved all the mail and CECI documents from Courtney Miller.
3. A meeting has been scheduled for Jan 17th, 2023 with the attorney, DeCosta, to amend the Bylaws. This meeting is to discuss amending the Bylaws to allow the CECI Board to take out loans on behalf of CECI, specifically for the SBA loan.

G. Fundraising/Grants/Loans- (Laura Gales)

1. A previous CECI family reached out regarding the Sanctuary Scholarships for tuition. The Board discussed how the remaining current funds should be distributed. Laura Gales will reach out to the remaining families to see if they are still in need of support and follow up with the Board. Laura Gales will also reach out to The Sanctuary regarding payment for previously agreed upon scholarships.
2. The PTA is sponsoring a craft table at the Rec Center for their Valentines Day pancake breakfast and Laura Gales volunteered to run the table representing CECI.

III. Old Business

- A. The Board discussed hiring an Admin assistant temporarily while the Director position is being pursued.

B. The Board discussed adding another Board member. Will need to discuss further as the Bylaws state the member must have had a child enrolled (or previously enrolled prior to the hurricane) in CECI. Chelsea Sweiss will ask the Attorney his input.

IV. New Business

A. Discussion adding Ger Ronan to the CECI team. Ger Ronan is a member of the Sanibel Leadership program. He has extensive experience in construction (owns and operates Yankee Homes). Ger also runs a construction based peer group that could get the Board in touch with manufactures who can donate parts of the rebuild. He has helped with a previous project called Harmony House similar to CECI's project scope. He has volunteered to help CECI with fundraising/donations, creating a capital campaign (ex: Heights Foundation), and the construction project. He emphasized creating a timeline for the rebuild/ reopening and the need for a Director.

V. Closed Session- Closed at 5:30 pm