

SUMMIT COUNTY PRESCHOOL BOARD MEETING AGENDA
April 15, 2025

Call to Order 90 minutes for regular meeting, 6-7:30 pm

Introductions:

Staff: Jen Burks, Chelsea Cook, Josselin Leiva, and Emily Smrtic
Sarah, Aaron, Jessica, Grant, Ciara, Tanya

Next Meeting Date:

Parent/Public Comment: (Process: Individuals are given 10 minutes each to speak at the beginning of each board meeting. The board takes any issue identified under advisement and will get back to the individuals at a later time.)

Welcome from Chair (Sarah: 5 minutes)

- Potential new board members: Jessica and Caira

Secretary's Report (Taylor: 5 minutes)

- Review and approve the March 2025 meeting minutes
 - Approve last meetings minutes: Sarah and Tanya approved

Director Update - (Jen: 25 minutes)

- School year calendar 2025-26 vote!
 - SCP staff presented reasoning behind calendar dates, wellness days
 - VOTE! Yes for calendar accepted - Sarah moved to vote, Tanya 1st, Grant 2nd
- Calculation of tuition based on days we are open
 - Cost for families is broken down per days we are open.
 - Food cost, is \$7 too high, after a year?
 - LDP - \$5, WF - \$9/day
- Director's Report - alternate link and handout
 - Kinside - not effective
 - remove Kinside from SCP website, shift to SCP google form
 - Consider creating flyers for Summit Women's OBGYN to share registration
 - Emily Smrtic - last day May 30, going to Peru for a month yoga cert
 - Should we have a party?
 - Chelsea is having baby - Aug 18th

- possibly moving to part-time
 - Opening a position for Education Director - posted on Indeed
 - assisting teachers with creative curriculum
 - Jackie from Headstart turned down the job
 - Staff is welcome to apply, Katerin?
 - Leah Drew (Carriage House)
 - Right start Grant is open
 - improve the school and staff retention
 - reimbursement grant (paid in Feb for last years)
- H.S family - challenges with father for the school year, with the classroom teachers
 - SCP spoke with Head Start, things were getting better
 - Aunt aggressive to Naomi last week
 - Jen spoke to father, asked for respect, father was defensive
 - Jen called ECO and Head Start immediately
 - Now it's a question of feeling safe
 - Jenn and Chelsea Reviewed Handbook
 - Katherin is now ED of ECO and Head Start
 - Reviewing history of HS family that had 4 kids at the school in 2023-24
 - documented to ECO and got child services involved, nothing happened. SCP had to finally terminate the family
 - SCP called child services, no support receive
 - Consider next step to create a list of behavior that needs to be met by the family in order to stay.
 - Until ECO and Head Start can meet with this family, the father will not be permitted in the building
 - Jen and Chelsea will submit documentation
 - Otherwise they will disenroll/expel the family
 - Can a stipulation be that they get enrolled in family therapy inorder to stay at SCP
 - Call Frisco PD to be present

Treasurer's Report (Aaron: 5 minutes)

- Financial report update
- March financials
 - numbers look great, only \$913.18
- Current Financials
 - Bank Account- Checking account balance-\$58,362
 - Money Market account balance- \$204,920
 - Aaron spoke with Andrew (Andrew suggested no board members,

staff only on the account) - Summit Accountants (auditor) support in childcare

- Chelsea applied and it was denied, reapplying again
- Attended financial training
 - Have several people reviewing the budget everyone month
- Meeting with Annie on Wednesday - bookkeeper
 - She now has access to ADP

Operations Manager Report (Chelsea)

- Audit Update
 - Town of Frisco gave \$25,000
 - Struggling to find someone to audit, because its going back 7 years to audit, and with so many changes in leadership, and the previous leadership
 - Reach out to Lucy at the state level to ask for referral
 - Need to get audit on the books ASAP or we are in jeopardy of receiving funding in the Fall...
- Money Market account, vote to move 100,000
 - US Bank - better yields less fees (rejected, Chelsea is following up)
 - Voted \$130,000 in March meeting
 - Move to vote by Sarah to \$100,000 for this meeting, Aaron 1st, Kris 2nd

Board Topics (All: 30 minutes)

- Next Board Meeting - May 20th 6pm at Sarah's office
- Fundraiser Updates
 - Touch a Truck - June 14
 - Approval to Peak school to use parking lot
 - Have to get Team Summit vans move (park vans at Middle School)
 - Probably still have to rent a portable potty (50-70)
 - Concert in the Park - August 7
 - Create a sign up sheet for parent volunteers
 - Barn Dance - October
 - Tiles - 50th anniversary logo for this years tiles (corporate sponsorship)
 - Tanya to look for tiles
- Surveys
 - Staff
 - 16 completed (26)

- Don't know who the Board are, they should come in and volunteer in class
 - Create a board to "meet the board"
 - Happy Hour to meet the board
 - 30mins at the top of a board meeting
 - Join at a PD day - breakfast
 - Ciara - educate staff on mental health services, volunteer
 - Tanya - martial arts introduction day
 - May 6th Happy Hour trivia day
 - 18 parents
 - 3.8 and 5 for all answers
 - Staff recognition
 - Jen will provide bags for each staff member
 - staff to send out communication
 - Board host breakfast or lunch that week
 - Dunkin Donuts (Monday morning) May 5th
 - Todd's bagels at Ten Mile

Next Board Topics

- Touch a Truck Fundraiser

Board of Directors

Chair, Sarah Andrews-School Parent

sarah@summitcountypreschool.com

Grant McCay - Community Member

grant@summitcountypreschool.com

Vice Chair, Karleigh Canino - School Parent

karleigh@summitcountypreschool.com

Secretary, Taylor Shainholz -School Parent

taylorshain@summitcountypreschool.com

Treasurer - Aaron Olthoff

aaron@summitcountypreschool.com

Tanya Krempel-School parent

tanya@summitcountypreschool.com

Kate Walsh - School Parent

kate@summitcountypreschool.com

Kris Ashley - School Parent

kris@summitcountypreschool.com