Preschool Board Meeting Agenda
9/22/26 | 5.45pm| Frisco Flooring, 821 N Summit Blvd, Frisco CO

Attendance:
In person: Grant, Aaron, John, Ciara, Tanya, Angela
Absent: Dylan and Jessica
Virtual: Kale
School Parent: Marissa Ray
School Staff: Jennifer and Demetria

1. **Call to Order**
2. **Welcome from the Board President**
    - Board Intros for any new attendees
    - Explain the process of how to join the board
    - Celebration of Demetria being the Employee of the Month
3. **Approval of Previous Meeting Minutes**
    - John voted to approve, Aaron seconded
    - Demetria will upload the July and August minutes to the SCP website
4. **Google Drive**
    - There is a board specific folder for active board members that school staff will not have access to
    - Jennifer will make Tanya the owner and then share with the rest of the board
    - Discussion of making a board president school email, so that all information is shared between presidents and less information is lost in transition
5. **Executive Director's Report**
    - Parent Handbook
        - Need board approval
        - Further discussion on late notice for preschool transition
        - Board Vote: Ciara move to approve, Angela, John, Grant second and support
    - Employee Handbook
        - Undergone comprehensive revision to better align SCP practices with Colorado licensing, Head Start Performance Standards, employment requirements, FAMLI/HFWA, OSHA expectations, and current operations.
        - Follow Federal, State, Local for employee tuition policy
        - School Calendar
            - ED wants to give 5 days between Christmas and New

Years, 24th-1st
- Board discussion how else can we support/incentivize the staff who work those days
  - Ask parents which students will be present, could combine classrooms
  - Bonus/Holiday pay for the staff who are working between Christmas and New Years Eve
  - Will further discuss
- Employee Handbook notes a floating holiday
  - Concerns with staffing because it has to be taken within the 2 week period
- Board agreed to not change the calendar
- Discussion on seniority and priority for staff time off requests and how to navigate with staff

- Board will vote on Employee Handbook next time

- **Enrollment, Families & Program Development**
  - Serving 47 children, including 15 children through Head Start/Early Head Start.
  - Increasing the Infant classroom to 7 infants - maintain required EHS coverage and ensure physical classroom arrangement supports safe care and staff movement.
    - Was going to do this to support onboarding a new staff member
    - Concerns with this being a long term plan as the classroom is too small with physical space
    - Staff member not responding so pausing on this plan
  - Preparing to fill approximately 10 additional enrollment space while also actively recruiting staff to allow enrollment, staffing, qualifications, and classroom capacity to grow together.
    - Most of these spots are for the older classrooms, which are harder to recruit
  - Transitions - there were some concerns raised, but conversation had helped to work through them with parents and staff
    - Changed the ages of the classrooms to decrease age gaps
    - Some parents reached out to inquire and partner on decision whether or not to move the student into the next classroom
    - The timing was not ideal, but headstart pushed for this
- **Classroom Environment & Clayton Partnership**
  - Clayton is providing sand tables, classroom tables and chairs, storage cabinets, and shelving units for the Mixed Toddlers and Twos classrooms.
  - Usable existing furnishings will be redistributed throughout SCP.
  - Items SCP no longer needs that remain safe/usable to be donated to local FCC.
- **Staffing, Qualifications & Hiring**

        - The working model is a minimum of **19 classroom staff**
        - Overall, call outs have been better
        - Hired 2 new staff, 4 staff are departing
        - Current recruitment planning includes two new Assistant Teachers, and one additional Floater.
        - Planning Time - Beginning the week of September 21, schedules will begin incorporating protected planning time for classroom staff with the Executive Director.
        - ED has created a matrix to support with the hiring process
        - Could relook at Better Teams to focus on benefits to increase applicant pool
        - Updated job descriptions on the website
    - Discussion on how Strong Futures benefits SCP and their families
    - **Compensation & Market Position**
        - Do not recommend an across-the-board increase, compensation review should focus on employees whose pay appears meaningfully low for their role, qualifications, responsibilities, performance, and longevity. (Policy speaks to this)
    - **Accounts Receivable / Past-Due Tuition**
        - ED recommends establishing a consistent collection process including balance verification, written family communication, documented payment arrangements when appropriate, defined escalation timelines, and criteria for referral to outside collection.
        - Board direction needed: At what balance and/or age should an account move to outside collection, and how should SCP address older balances where continued collection may no longer be cost-effective?
            - Concerns about how accurate these balances are
            - Steps: identify who is currently enrolled, find out what this balance is and then discuss next steps
        - Past Due: ~$30,000
    - **Grants**
        - Facilities & Town of Frisco
            - SCP requested $80,000 from the Town of Frisco for painting and flooring, along with an additional $5,000 for classroom fans.
                - Tanya offered support when SCP is ready to purchase supplies
            - These requests address needed facility improvements while allowing SCP operating and program dollars to remain focused on staffing and services to children and families.
        - Security Cameras – Head Start One-Time Funding

- SCP intends to request security cameras through available Head Start one-time funding.
- Cameras should be considered from both sides: protection of children/families and protection of employees. Recordings can provide objective information following significant incidents, injuries, allegations, or conflicting accounts and reduce reliance on competing recollections.
- Implementation would require defined rules for placement, access, retention, review and disclosure; prohibition in private areas; and clear notice to employees and families.
- Discussion on importance of locally stored information for safety of students
- Estimate is ~$5000 for cameras plus installation
- Policy around this will be necessary
- Concerns discussed around how staff will perceive this
- Will need a board vote to install at a later date
- Further discussion on how to address with staff and who to consult with

■ Breckenridge Grand Vacations Grant Opportunity
- Due 10/01
- Support to transform six infant-through-pre-kindergarten classrooms into more intentional, developmentally responsive learning environments. Funding will support durable classroom furnishings, accessible storage, defined learning areas, quiet and regulation spaces, and other environmental elements that promote children's independence, engagement, relationships, emotional regulation, inclusion, and learning.
- Using this to align with creative curriculum

○ **Cleaning Pilot**
■ The pilot uses paid staff cleaning time, including overtime when necessary, while tracking sanitation quality, reliability, employee workload, and actual labor expense.
■ Fired the cleaning crew- they did not accept feedback
■ Asked staff to work after hours to support with the cleaning crew
■ Staff working 430p-630p-ish
■ Paying some overtime, but not always
■ Employee plan costing us~$1100-$1200 per month, cleaning crew was ~$1800-$2000
■ Need to report this under the janitorial line item in the budget

6. Treasurer's Report

○ **Operations**
■ This year our operations were favorable by $139,220. We gained that much incremental money from September 1, 2025.
■ Favorability was driven by much lower than expected payroll

expenses.
    - Tuition subsidies were higher than expected, likely due to a beginning of year payment that might have carried into this year from last year.
    - Total Staffing expense is 77% of our revenue, which Andrew (our accountant) indicates is good (lower than average day care / preschool programs)
    - SCP has not been collecting enrollment and re-enrollment fees. The Parent handbook states this is $100 per child per enrollment. Further discussion on re-enrollment fees being $50-$75.
        - You are not re-enrolled if you do not pay the re-enrollment fee
        - Re-enrollment fees would be collected in July
    - SCP is also exploring Head Start invoices to see how else they can reimburse
    - SCP does not have to provide formula to all families, but the school has to choose one formula and then parents can choose
        - SCP chooses Parents Choice with Iron from Walmart
        - Cannot accept premade bottles, must be a sealed formula, will come in through the admin desk
    - SCP is not collecting volunteer fees ($35)
        - Donate $35 of supplies
        - Further discussion on if SCP wants to keep this fee
- **Bank Accounts (Cash Reserves)**
    - At year end, we had $184,409 cash, an improvement of almost $77K or +72%.
        - Note: We were also owed about $84K from various reimbursement agencies.
    - Edward Jones account is still open, SCP could re-invest the money that was moved. The percentage interest will be higher because the account has been open for longer than one year
    - Capital One Account is closed
    - Tanya, John, and Jennfier will go to Alpine Bank together to transfer the bank accounts
- **2027 Budget**
    - Ratios for a pre-schools suggest our cash reserves should be at least 3 months of operating costs or about $450K. Ideally should be 4-6 months.
    - Accountant recommend our goals for this year should be:
        - Build a budget that creates a surplus
        - Use available surplus to add ~$75K to our cash reserves
        - Develop a tuition increase plan for next school year
        - Build a 3-4 year plan to grow our cash reserve to at least $400,000.
    - Still exploring snow plowing options

7. Fundraising Report

- Chipotle Fundraiser update
    - Made ~$500- more than last time
- Next Page- they will offer a round up option during the Holidays
- Halloween- trick or treating in the park- SCP to attend
- Christmas events

        - Santa is booked for Dec 5th
        - Discuss next month
8. **Any Other Business**
    - Brainstorm Volunteer Opportunities
        - Events to bring food
        - Creating more community opportunities
        - Bright Wheel notifications to share events
        - Explore PTA option
            - Concerns with not enough parents joining, and it being the same board members
        - Spirit Weeks
        - Dr. Seuss Week
        - Build this in on Fridays to increase enrollment on those days
    - ELB replacing Bright Wheel
        - ELB is paid for by ECO. Every access is free for families
        - ELB has an incident reporting form
        - Bright Wheel $1800 a year
        - Board supports
    - Personalized Door Codes will be changing
        - Highlight safety
        - Could use this to track attendance
    - Review Board Positions for 2027
        - Tanya's last board meeting will be December '27
        - Will need a new board president before her departure
        - Want more recruitment on the board
            - Further identify the benefits
9. Adjournment
    - Schedule next board meeting
    - 10/20/2026 5:45pm

Board of Directors

Tanya Krempel-Board Chair/School parent
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