SUMMIT COUNTY PRESCHOOL BOARD MEETING

AGENDA July 28, 2026

Call to Order 90 minutes for regular meeting, 5:45 pm-7:45 pm

Staff: Demetria and Jennifer Young (New Executive Director)

Community Members: n/a

Next Meeting Date: 08/18/2026 from 545p-745p at Frisco Tile and Flooring

Attendance: Tanya Krempel, Aaron Olthoff, Ciara Odom, Dylan Roberts, John Craig, Angela Boag, Kale Wagner

Not in Attendance: Grant McKay and Jessica Holley

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 (Tanya: 5 minutes)

- Introductions: Name, Role

Secretary Report (Ciara: 5 minutes)

- Review and approve the June meeting minutes
- *John will send these out for approval before the next board meeting*

Board Topics:

- Parent Handbook
    - This got flagged with licensing, so had to get updated and submitted. SCP was not in compliance, but is now.
    - Continuity of care- needs editing, but otherwise appears to have passed licensing

        - Board will need to review and vote on this at the August meeting
    - Clarifying information about how to handle challenging behaviors
        - Need to remain in compliance with Headstart
        - Discussion about behavior matrix
        - ECO does not have a mental health provider currently, but it is reported that they are working to hire one which could support this
        - Discussion around other resources in the community
- Employee Handbook
    - Should be ready for the September Board meeting
    - Jennifer will attach a matrix of changes
    - Jennifer is working on revamping sick leave and PTO policies
    - Switching everyone to September 1st starting date to make it flow easier
        - Front loading PTO conversation
            - Staff will not be paid out for PTO if they leave before the year ends. PTO will be prorated if they leave before the year and will have to paid back if they went over the allotted amount
    - Performance reviews, coaching forms, write ups
    - Calculating teachers' children's discounts on tuition
        - Specifically around subsidized tuition
- Licensing
    - Completed all necessary paperwork
    - Clayton/Early Headstart conversation- SCP needs to find spots for 9 students per our contract
        - Student age out of Early Headstart and Clayton at 3 yo. If they move into Headstart, and we do not have a spot, then Headstart has to find them another spot
        - Our contract requires that we have…
            - 5 Clayton spots
            - 6 Early Headstart spots
            - 4 Headstart spots (3+)
            - Must hold all these subsidized spots
        - *Tanya will send out a table with how many spots are currently enrolled in each classroom for all of these programs*
        - Many children graduated into Kindergarten this year, which is why we need to find spots
        - Discussion about classroom ratios
- Waitlist
    - Spots were promised, to community members, and are no longer available
    - Discussion on how to communicate this

Treasurer's Report (Aaron: 5 minutes)

- Andrew's Report: ***Statement of Financial Position***
    - June Net revenue: $16,348
    - Total June Revenue: $138,861
        - Exceeding budget by $7691
    - Year to date revenue: $98,019
    - Andrew's services
        - Annual Fixed $13,200
            - $84 per month increase
            - $85 per hour if we call him for extra support
    - Capital One- Jen Burks no longer has access. Tanya has access, but we need to transfer this to one of the treasures and the new executive director
- **26/27 Budget Summary:**
    - Current Surplus Balance: $119,089- driven by staffing shortfall
    - Current School Year
        - Revenue: $1.5M- annualized estimate $1.8M
        - Expenses: $1.4M-annualized estimate $1.6M
    - Preliminary 26/27 School Year Budget w/Mostly High Side Costs
        - Estimated Operating Expenses: 1.9M, 14.2% above current year
        - Estimated Operating Loss: -$55,000
        - Key Assumptions:
            - No tuition increase- conversation about "do subsidized families pay the remainder of the tuition"
            - Grants and fundraising similar to current year but less than 2025 $73K
                - Grants about $140,000
            - 6 infants- 18 toddlers- 34 PreK (plus 1 drop in)
                - Discussion about not being able to have 18 toddlers
            - 22 FT teachers at average $26.04/hour and 3 admins
            - Plus a 2.5% budgeted pay raise=$31K (full year)
            - Plus $500 per person bonus= $12K
            - Plus $7500 for training, meals, and appreciation (~2% increase from current year)
            - Plus $11,000 for overtime, similar to current year
            - Sick pay and PTO is accounted for in full-time pay
            - $15,000 for maintenance, similar to current year
            - $18,500 for classroom supplies and materials, 1.7% increase above the current year
        - Maintaining full enrollment of 59 students is important and timely collection of tuition
            - Further discussion around staff to student ratio.
            - *Need to clarify what full enrollment at SCP will be. Tanya and John will work on this.*

- Currently lose 24 available capacity days per week due to less than 5 days enrollment- losing about $138,000
    - No advantage or disadvantage for staying for 5 days per week, discussion about having to pay more if not 5 days per week
    - Discussion about price differences between classrooms and how this aligns with costs
    - Each day is billed at average of $479.33 per day
    - Discussion around one day scheduled care: different state requirements- concerns around disruption in classrooms, and how to balance this. This also increases sickness concerns. How to keep this local and focused on our community. Discussion between drop in vs. scheduled
- Recommendation: Budget is close enough for now, allow new ED to make adjustments
- Payroll taxes are a little higher- curiosity around this
- Should Consider
    - A per-day increase for <5 day enrollment and marketing specific available days
    - Transferring at least 50% of surplus to capital account/long-term savings account
    - January tuition increase of 3% captures $38.5K incremental revenue
    - Credit Card processing fees- Quick Books will charge the surcharge, need to check if Andrew can turn this off
- 26-27 Preliminary Budget Overview
    - Tuition: $631,292 +9.8%
    - Tuition Subsidy: $887,500 +0.0%
    - Grants and Fundraising, etc.: $298,200 +0%
    - Payroll: $1,612,486 +40%
    - Program Expenses: $88,400 +2.7%
    - All Other: $150,752 +22%
    - Voting on budget at September meeting after new ED is able to review staff capacity, raises, etc.

Director Update - (Jen: 15 minutes)

- Director Update -
    - Update accounts
        - Bank Account- Checking account balance- $49,612.69
        - Capital One (Investment account)- $65,235.65
    - Director's Report

- Staffing Conversation
    - 2 staff will be going back to college
        - One leaving Aug 12th, the other is leaving in October
    - Live job openings at all times due to the high turnover
    - Conversations about continuing to pay for different platforms to advertise job postings
        - Especially for outside the Summit County community
    - Need to hire two teachers, at least
    - Reassessing the admin roles
        - Menu planning moving to kitchen staff
        - More conversation around if 3 admin staff are required. The new ED will be assessing this in her first few months
- Working to re-organize the Google drive
- School Photos with class photos
    - School doesn't have to pay, parents pay
    - *Jennifer and Demetria will explore this further*

Fundraising

- Touch a Truck Review
    - $10,503.25- $0 in expenses
    - $503 in tickets and concessions
        - Did not charge parents to attend, may want to rethink that next year
    - Weather was challenging this year
    - Promotion could have been better
    - Thank you poster from the kids to the places that donated trucks
        - *Demetria and Jennifer will follow up with this*
- Chipotle Fundraiser
    - Sunday, Aug 30th
    - 4p-8p
    - Recruit volunteers to pass out flyers to say SCP at the register
        - *Demetria and Jennifer will talk to staff and parents about being present to support with this*
- Breakfast with Santa
    - Sat., Dec 5th
    - Senior Center
    - Santa is secured from Town of Frisco
- Classroom Fundraisers

    - Original Works- near Christmas- move up the timeline- orders in and paid for in October
    - Wrapping Paper- Oct or Nov- getting ready for Christmas
- Colorado Parent Tax Credit
    - Get a credit not a deduction on taxes if you donate to the school- over $250, you get 50% back in a credit
    - *Need further discussion around how to communicate this with SCP parents*
- Dancing with the Stars Idea
    - Get local stars to compete
    - Trophies for best of different categories
    - Outside partners like Clayton or Buell
    - Celebrate the Beat may be able to support with coaching
    - *Further Discussion on capacity to host another large fundraising event*

Executive Session

Board of Directors

Board of Directors Tanya Krempel-School parent tanya@summitcountypreschool.com

kale@summitcountypreschool.com

Treasurer - Aaron Olthoff-school parent

aaron@summitcountypreschool.com

Grant McCay - school parent

grant@summitcountypreschool.com

Dylan Roberts-Fundraising and school parent

dylan@summitcountypreschool.com

Ciara Odom -Secretary/Community Member

ciara@summitcountypreschool.com

Jessica Holley-school parent

jessica@summitcountypreschool.com

Angela Boag-school parent

angela@summitcountypreschool.com

John Craig-school parent
john@summitcountypreschool.com

Kale Wagner -school parent