

ICNS Board Meeting Minutes

April 2, 2020

Meeting called to order at 7:13 p.m.

Meeting held remotely using Zoom

Members present: Donna Schwartz, Evelyn Le, Ashley Sarmiento, Nicole Best, Christine Hwang, Brooke Tawana, Tiana Teixeira, Salome Carrigan, Wende Hernandez, Sarah Duke, Carey Zamora, Margaret Valle, Jason Bardis

- Approval of Minutes from March 18, 2020 - Ashley motions to approve, Carey seconds, ayes have it, motion carries. Jason to post meeting minutes on ICNS website.
- ICNS officially closed for the remainder of the school year.

Discussion:

- **Teachers' pay** - Wende motions to pay teachers through June 30th, 2020, Evelyn seconds, ayes have it, motion carries.
- Wende motions to apply for PPP loan, Carey seconds, ayes have it, motion carries. Loan amount to cover payroll and rent for the remainder of the 2020 school year (June 30th).
- No tuition will be collected for April and May.
- Operating expenses - to be covered by emergency fund or loan if received.
- **Reimbursements** - Tuition, KC, Parent and Me - families who paid in full for tuition and prepaid for KC will be emailed and given the options: 1) receive full reimbursement 2) receive partial reimbursement, make partial donation to school 3) make a complete donation to school
- **Wende** to reach out to Parent and Me families and reimburse tuition for the third session.
- **Summer school** - Dates to be determined. Tanya is open to operating summer school at a later date.
 - Current enrollment - First session (9) Second session (10)
 - Tiana to email forms
- **Exit financial statement** - Wende will request families to complete forms, Brooke to work on creating Google form and Jason to post on ICNS website.
- **Sarah** will determine the number of workdays families should have completed to determine fines
- **Nicole** will send an official school closure email next week. Email to include what needs to be completed in order to wrap up the school year:
 - Schedule - complete work day form
 - Exit financial statement
 - Complete cleaning day form
 - Online enrollment for 2020-2021 school year
- **Enrollment** -
 - **Evelyn, Tiana and Jason** to work on Google forms, Web coordinator to post on ICNS website

- Once a new member pays registration fee and completes registration form, Web coordinator will provide access to “Members Only” tab, which will hold the virtual registration and enrollment packets.
- **Website** - Looking into the ability for new members to upload vaccination docs.
- **Tiana** - Physical copies of medical forms to be submitted by mail or in person.
 - ***Forms needed:** physician's report (pg 17) and the health screening report (pg 18) from the enrollment packet, as well as a copy of adult and child immunizations
- **Membership documents** - hard copies of *medical forms (mentioned above) will be held at ICNS, all others will be saved electronically.
- **Online enrollment** - Working on Membership chair receiving completed documents online as well as physical documents *mentioned above (by mail or submitted in person).
- **Standing rules** - Updates will include closure/shut down procedures.
- **Contracts** - Updates to be made for future families and teachers which will include closure details.
- **Budget** - Wende to send out 2020-2021 budget for approval in May.
- **Newsletter** - Salome to write a final newsletter: teachers, board members and students to share experience living through this pandemic.

Donna:

- To continue to reach out to families through email with ideas of how to engage students and uplift spirits while at home.
- To send email to garner interest to participate on the board for next school year.
- **Zoom class ideas:**
 - Each teacher takes a portion of students and reaches out by phone or zoom 1:1 to check in with parents and students.
 - Incorporate Ratty Jingles, storyboard, etc.
 - Have students take turns sharing a story, song, stuffed animal, etc. with classmates.
 - Theme class according to season, story, dress up, etc.