

Merri Loo Board Meeting Minutes

January 11, 2022

1. Update on financial status
 - a. Had a few families that were behind on tuition that completely/almost paid off their debt. Erin will touch base again with those who are still behind on payments.
 - b. Copier is acting finnick? The apps and buttons that appear on the copier that should work are not functioning besides basic copying. I.e: enlargements, double sided printing.
 - i. It is a lease and our contract is not up until 2024, so we will reach out to company (Conway in Nashua) to see if they can fix it or replace the copier.
2. Update from Heidi
 - a. General update and new Covid policy implementation
 - i. Everything and everyone seem to be running smoothly. No one to our knowledge has tested positive for covid since Christmas break which is great!
 - ii. Reminder for parents to gradually come in for pick up and drop off, no clustering to prevent any potential exposures.
 - b. Credit Card
 - i. Erin tried going forward with a company credit card but the bank was looking for someone's social along with financial information, with the bank associate originally said the application would not ask for said information. Heidi and Erin will work on this in the near future.
 - c. Amazon wish list
 - i. Mimics a baby registry. We can add and take off certain things the school needs throughout the year.
 - ii. There are also certain websites we can go on as teachers to ask for donations for specific items, such as the light board the school just got for the children. Jennifer will email us a list of some of the websites we may be able to get funding/donations from.
3. Registration for 2022/2023 School Year
 - a. In house families will have seniority for first open spots.
 - b. Following week would be open to Alumni and other families that are interested in joining Merri Loo.
 - c. Registrations will require a \$50 deposit and the one-page contract starting in the first week of February.
 - d. Packet drop off will not be until Mayish.

4. Potential expansion of hours for 2022/2023
 - a. Karyn and Heidi WANT to extend the hours of Pre-k and Nursery!
 - i. Nursery would be 8:30 am to 12:30 pm.
 - ii. Pre-k would be 8:30 am to 1:30 pm.
 - b. This would be more appealing to current and incoming students. We have had more feedback about school ending too early compared to too late.
 - c. This will also be beneficial for nursery because they will now have lunch as a part of their daily routine. This change will be able to structure nursery students and teach them key skills for independence and gross motor skills.
 - d. Karyn and Heidi are also thinking of extending the end date of the school year. In the past, we have usually ended the last week of May. We plan on following suit of the public schools and ending fairly close to the same time as public schools.
 - e. With extension of hours and possible weeks, we will discuss tuition rates.
5. Update from Jenn on Fundraising
 - a. Krispy Kreme
 - i. We need to wait for Erin to call Krispy Kreme to make sure the dates work for them, but we plan on launching the fundraiser January 28th. If all goes well, the PICK-UP DATE will be February 4th **the weekend before Superbowl! ** We can put a note about this in the launch email/newsletter for bigger revenue.
 - ii. Jenn mentioned a Van Otis fundraiser which is very easy to navigate. We can run this for Easter to spread out the sweets fundraising.
 - b. Discussed spotlight video and her availability is pre-k days around 1:30. Amanda, Heidi and Karyn will set up a date in the near future!
 - c. We still need to raffle off some of our “prize” stock, so we will be doing a fundraiser for St. Patrick’s Day. We will discuss this more in depth when we see what items would be suitable to raffle off.
6. Next board meeting: February 1, 2022 at 6pm.