

Carlisle Early Education Center

Monthly Meeting Minutes

Date: May 26, 2026

Present: Kim Sweger, Danielle Lillis, Lana Stitzel, Amanda Lake

Next Meeting: June 23, 2026 at 3:45pm at CEEC

Called to order at 3:46pm

Approval of April minutes: Amanda motions, Kim seconded

Approval of April Treasurer's report: Kim motioned, Danielle seconded

I. Reports:

o Director's Report:

- Annual tuition increase is effective 6/26/26 and parents have been reminded about the annual tuition increase
- DHS requirements – second training for licensing that will be done with Keystone Stars for the supervision; Lana to be completing the daily required observations
- Lana's evaluation was completed
- Staff/parent responses to survey – mostly positive feedback; few good suggestions
- Enrollment – currently 89 full time enrollments!; for the summer we have 62 full time enrollments plus summer camp due to PKC ending for the summer
- Dino Drive has been cleaned/organized and re-opened; next up will be Playful Puppies to get a refresh
- Staffing – had a PT cook hired but she is no longer here, still in need of a PT cook
- Had one staff go part time and hired back a former staff;
- Book fair just finished, have not yet calculated what was raised from this
- Will be starting splash days on Fridays beginning in June weather permitting
- Last day of PKC is 5/29/26 and graduation is that day
- CAIU agreement review – asked for \$20,000 per room used (they are asking for 2 rooms for the upcoming school year); there is no official rule about the number of students we can have in the daycare's side of the room and still trying to figure out what that looks like for next school year
- Roof repairs – need a crane to remove HVAC unit from the roof to make the repairs and waiting on quote from a company for this; discussion on

circling back to Stuart Foundation regarding possible grant funds to help pay for this

- Treasurer's report:
 - Food program payment for April was delayed
 - M&T Bank- currently at \$65,041.73 (available \$71,771.28); food account is ~\$3200; nothing in grants account right now
 - Line of Credit - -\$50,000 as we are maxed out and only paying monthly interest; no balance on Visa because Lana pays it off every month
 - Attorney for Joan Boytim – informed Kim that Joan left us \$93,325.63; there will be a court date in June for when the Judge will approve it as long as no one contests this; the potential plan for this would be to pay off the line of credit in full but will continue to have discussions about the best fiscal use of this gift
 - The back due IRS taxes have been caught up
 - Board met with SEK earlier this month to discuss that the audit is not able to be completed in the required timeframe due to the issues with previous bookkeeping/changes in bookkeeping programs from 2024; they need us to get the bookkeeping cleaned up from July 2024-June 2025 and then will be able to complete the audit/990
 - Will be contracting with Cohick to assist with getting books in order; Liz contacted them and they agreed to work with us as a contractor and will clean up the bookkeeping and keep in mind that we are a non-profit when they consider what we will be charged; they will also do a once a month oversight of the ongoing bookkeeping that Lana will be trained to complete

II. Old Business:

- Approval of Anthony Dellanoce's resignation from the Board
- Linda Wisner's plaque – Liz was going to reach out to a company she knew of; once we have it, do some sort of celebration for dedication for this

III. New Business:

- Additional notes – continue to search for additional BOD members, especially ones with financial background; Lana to reach out to some parents at the center to see if there is interest in joining the board
- Motion to adjourn – 4:54pm