

Hillcrest Children's Center Board Meeting Minutes
4/10/2019

Called to Order

1. Introductions: Director: Christina Eubanks-Ohana; Board Members: Monica French (President), Brian Englund (VP), Jenny Blanchard (Secretary), Sara Nogg-Nunez (Member at Large), Laura Norton-Cruz (Member at Large); Parents: Cindy and Mike (Axel's parents)
2. Approval of Agenda
 - a. Volunteer for timekeeper Monica
3. Approval of Minutes – February, March, March 27th building meeting Monica moved to approve, Brian seconded, all approved.
4. Community Comments:
 - a. Mike: Asked about the request for carpet cleaning, because he has someone he likes. Christina says we should wait until the new carpet is installed, Mike will talk to her then.
5. Director's Report: Christina
 - a. Enrollment: July- Feb 66 FTE; 64 FTE average for the whole year
 - b. Staffing:
 1. Ms. Nina will be returning in May! We welcome Ms. Michelle to the infant floor. She will be helping out to cover the many vacations over the next four months. She has extensive child and youth services experience.
 2. April will be Mr Gabe's last month with Hillcrest and Ms. Mercedes has given May 10th as her last day. We are (very!) very sad to see them go and wish them the best. Ms. Marie and Ms. Darlene are due to have their babies in May.
 3. Vacation:
 1. Fua/Hanna April 8-12; Mildred April 15-19; Fua May 28-31; Ana May 9 – June 5; Carmen June – August; Miracle June 10-21
 4. We welcome :
 1. Current Staffing: Lead teacher is bold
 1. Little Butterfly: **Rena**e
 2. Big Butterfly: **Ana**, Carmen, Mary, Darlene, Nina
 3. Upstairs Toddlers: **Fu'a**, Jim, Hannah
 4. Downstairs Toddlers: **Mua**, Miracle, Elena
 5. Older Toddlers: **MaKenna**, Tyler, Marie, Agnus
 6. Preschool: **Sia**, Anna L, Mercedes, Mildred, Gabe
 7. Office: Christina, Liz, Michelle
 8. Kitchen Assistant: Danny
 5. Anniversary Cards:
 1. Carmen 15 years Christina will get the Board a card
 6. Facebook: Goal of consistent, reliable resource for monthly/yearly events such as Board meetings, PNO, closures.
 - c. **Programmatic:** "Ready to learn in K" Nothing new
 1. Learn and Grow: A framework that early care and learning programs in Alaska use to guide their continuous quality improvement activities. Hillcrest is currently a Level One and is beginning the process to qualify for Level Two, with a long term goal of Level Three.
 1. Administration and Leadership
 1. GOAL: Update Policies and Procedures
 1. Parent Handbook

2. Classroom Procedures: Matrix
2. GOAL: Creating an Annual Work Plan
2. Relationships and Learning Environments: "Ready to Learn in K"
 1. GOAL: Use Environmental Rating Scale to increase classroom quality
 1. Get updated baseline score and create a plan of improvement
 2. Redesign play yard for nature based classroom
 2. GOAL: Improve adult-child interactions through intentionality
 1. Developing formal teacher observation schedule to influence professional development plan
3. Staff Qualifications and Professional Development
 1. GOAL: Each staff has a Professional Development Plan aligned with AK Core Knowledge and Competencies
 1. All staff current in SEED registry
 2. Revamping training schedule

d. BOARD

1. **Finance:** Greg Christina
 1. GOAL: Diversify revenue with \$100,000 a year not from tuition by 2022
 1. Annual Fund Development Plan Committee: Chair Aleesha Towns-Bain
 1. Update plan for 2019 Campaign
 2. Start looking for 5-8 stories for 2019 campaign.
 3. Quarterly update newsletter
 4. Pick. Click Give apply for 2020
 2. GOAL: Fund facility upkeep and build operating fund reserves of one month by 2022
 1. Profit and Loss Christina reviewed and summarized
 2. Christina reviewed the budget summary and highlights to discuss at the State of HCC meeting. She proposes a 2% tuition increase (3% for part time) to keep up with expenses. The CPI has gone up, and food program funding will almost certainly go down. Laura suggested eliminating one meal, having parents pack snacks, the rest of the Board supports keeping the full food program. We will be phasing out the prepay discount. Our personnel/wage costs have gone up – we have raised wages and we are extremely full which is leading to more overtime costs. Our insurance is also likely to increase.
2. **Facilities:** Brian, Monica
 1. GOAL: Complete all deferred maintenance by 2022
 1. Update Building Repair lists with 2019 focus of:
 1. Boiler/floors/cubbies Boiler: We will be starting work next Tuesday 4/16. Moore wants to do it before the busy season, so they will be making sure the building is heated. Christina should send an email to parents ASAP so they know this is happening.
 2. Funding
 1. CITC for flooring Christina submitting

2. Rasmussen for help with boiler **Monica submitted – it should be about 90 days before we hear back.**
 3. **Personnel & Administrative:** Monica, Kate
 1. GOAL: Continue Administrator review
 4. **Events:** Jenny
 1. GOAL: Five events that build parent knowledge of child development and/or build parent networks
 1. Spring Picnic: May 10th
 2. Fall Festival Sept 21st
 3. Three Parent Dinners: K readiness; Attachment; NVC
 2. GOAL: Events that support financial goals
 1. Create a Kindergarten Graduation to support Annual Development **Sara is working with Liz and Gabe to plan**
 2. Barnes and Noble: Fall **Bookfair No update**
 3. GOAL: Increase Family Involvement
 1. Communication:
 1. Newsletter: Goal of consistent, center wide information such as volunteer opportunities, closures and such. As well as a hard copy every quarter.
 1. Connecting with Lisa to see if we can get this going, as well as the quarterly fundraiser one
 2. Facebook: Goal of consistent, reliable resource for monthly/yearly events such as Board meetings, PNO, closures.
 3. Website
6. New Business
 - a. Facility discussion **see above**
 - b. Easement **Jenny gave an easement update. We need to lock/sign the fenced area to show we are taking possession back. We need to write a letter to the estate notifying them that we are terminating the easement, and we need to file a termination with the Recorder's office. The letter should be signed by Christina or Monica and notarized. Jenny asked for a motion for her to move forward on the easement. Laura so moved, Sara seconded, all approved.**
 - c. Building discussion
 - d. Pick, Click, Give 2020 **The Board debated whether or not this would detract from our Annual Campaign, and decided to go with Aleesha Towns-Bain's recommendation on whether to pursue it.**
7. Upcoming Events
 1. 4/10 Board Meeting
 2. 4/13 April PNO
 3. 5/10 Annual Family BBQ
 4. **5/15 State of Hillcrest Annual Meeting**
 5. **We are delaying/rescheduling the clean up dates because of the revised boiler schedule.**
8. Move for Adjournment to Executive Session **N/A**
9. **Adjourned 6:40 pm**

Action Items:

- Brian will buy alcohol for the 5/10 Parents' Night event
- Christina will email a Save the Date for the State of Hillcrest Meeting on 5/15
- Christina will sign/lock the easement
- Christina will complete the CITC funding form
- Christina will email parents about the boiler replacement
- Christina will update and share our Amazon wish list for parents to purchase items
- Christina will email the budget highlight summary to the Board for review
- Christina will email the revised budget summary to parents ahead of the State of Hillcrest
- The Facilities Committee will review the property and liability insurance
- Jenny will continue to work on the neighbor's easement

Carry over Items:

- Sara, Liz, and Gabe will plan the graduation ceremony
- Jenny will follow up on booking next year's book fair date
- Christina/Aleesha: hand-written thank you notes for Annual Campaign donors
- Christina will send out a request for lawyer parents to help review the draft bylaws