

Hillcrest Children's Center Board Meeting Minutes
2/13/2019

Called to Order

1. Introductions: Director: Christina Eubanks-Ohana; Board Members: Monica French (President), Jenny Blanchard (Secretary), Sara Nogg-Nunez (Member at Large) [no quorum]; Parents: Laura Norton-Cruz (third regular meeting), Katie Turner (Hillcrest grandparent (Walker)); Liz (cook and Assistant Director),
2. Approval of Agenda No quorum – table until next month
 - a. Volunteer for timekeeper Monica
1. Approval of Minutes – January No quorum – table until next month
2. Community Comments:
 - a. N/A
3. Director's Report: Christina
 - a. Enrollment: July- Dec 65 FTE; 65 FTE average for the whole year We are full until 2020, and we have a good waiting list to pull from if we are impacted by a poor economy the next couple years.
 - b. Staffing:
 1. Ms. Renae is back (hooray!), Miranda decided not to return from maternity leave, Nina will be taking medical leave for the next few months.
 2. We wish Marlease and Trever the best in their future endeavors
 3. Christina is working on infant staffing – current infants are here for long days and we need to make sure we have good staff coverage
 4. We welcome : New staff in bold
 1. Current Staffing:
 1. Little Butterfly: Renae
 2. Big Butterfly: Ana, Carmen, Mary
 3. Upstairs Toddlers: Fu'a, Jim, Hannah
 4. Downstairs Toddlers: Mua, Miracle, Elena
 5. Older Toddlers: Tyler, MaKenna, Marie
 6. Preschool: Jenna, Mercedes, Anna L, Mildred, Gabe, Sia
 7. Office: Christina, Liz, Michelle
 8. Kitchen Assistant: TBA
 5. Anniversaries: Christina 12 years!!!
 - c. Programmatic: "Ready to learn in K"
 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
 3. Clarifying the exclusion/suspension policy for new CCPO regulations [we don't suspend, we have certain conditions under which we would separate/exclude]
 2. GOAL: Creating an Annual Work Plan
 1. Monthly cycle/tasks

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 next year’s campaign
 3. Quarterly update
 4. Need hand-written thank you notes for Annual Campaign donors
 2. GOAL: Fund facility upkeep and build operating fund reserves of one month by 2022
 1. Profit and Loss Christina reviewed
2. **Personnel & Administrative:** Monica, Kate
 1. GOAL: Continue Administrator review needed annually
3. **Facilities:** Brian, Monica
 1. GOAL: Complete all deferred maintenance by 2022
 1. Christina has a walk-through with a boiler contractor on 2/26
 2. Update Building Repair lists with 2019 focus of:
 1. Boiler/floors/cubbies
 2. Play yard
 3. Fire alarm
 4. Lights
 5. Windows
 3. Funding
 1. Look into Rasmussen and CITC We need to get a group together to work on a Rasmussen grant when we have all the quotes
4. **Events:** Jenny
 1. GOAL: Five events that build parent knowledge of child development and/or build parent networks
 1. Spring Picnic Tentative date 5/10. We will find out next week if the petting zoo can do it, or we need to look at other options
 2. Fall Festival

3. Three Parent Dinners Attachment will be the first topic, if you have other ideas, please send them to Christina
4. Paint Night 18 people currently signed up, we will get a slight price break if we can get two more people
2. GOAL: Events that support financial goals
 1. Create a Kindergarten Graduation to support annual development We will focus on the ritual and transition out of Hillcrest to Kindergarten, rather than on an “achievement”
 2. We discussed class photos. We will have spring class photos for sure, and photos at the Kindergarten ceremony. We also discussed options for fall picture day.
 3. Barnes and Noble bookfair No update, waiting on B&N contact to book this fall’s date
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.
 2. Facebook: Goal of consistent, reliable resource for monthly/yearly events such as Board meetings, PNO, closures. Jenny
 3. Website
4. Upcoming Events
 1. 2/15 Paint Night!
 2. 2/18 President’s Day holiday closure
 3. 3/9 March PNO
 4. 3/13 March Board Meeting
5. Move for Adjournment to Executive Session N/A
6. Adjourned 6:15 pm

Action Items:

- Jenny will work with Callie Webber regarding the neighbor’s easement
- 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