

Hillcrest Children's Center Board Meeting Minutes
7/10/2019

Called to Order

1. Introductions: Director: Christina Eubanks-Ohana; Board Members: Monica French (President), Jenny Blanchard (Secretary), Sara Nogg-Nunez (Member at Large), Kate Demarest (Member at Large), Laura Norton-Cruz (Member at Large); Parents: Lisa Miller
2. Approval of Agenda Jenny moved to approve, Laura seconded, all approved
 - a. Volunteer for timekeeper Monica
1. Approval of Minutes – April, May, June Monica moved to approve, Sara seconded, all approved.
2. Community Comments:
 - a. Laura gave a legislative update, and what her work and other groups and organizations are doing to support overriding Governor Dunleavy's devastating vetoes. An email went out to parents shortly after the meeting about what they can do to take action.
3. Director's Report: Christina
 - a. Enrollment: We have had three families moving out of state and one staying home, causing the loss of three full time and three part-time spaces to come open in the next couple of months. Spots are being offered to full-time, wait-list families and trying to balance the siblings wanting to join this winter.
 - b. Staffing:
 1. We welcome Ms. Sila to downstairs. Ms. Marie is on maternity leave and Ms. Agnes is on vacation for July.
 1. Current Staffing: Lead teacher is bold
 1. Little Butterfly: **Renae**
 2. Big Butterfly: **Ana**, Carmen, Mary,
 3. Upstairs Toddlers: **Fu'a**, Jim, Hannah
 4. Downstairs Toddlers: **Mua**, Sila, Elena
 5. Older Toddlers: **MaKenna**, Tyler, Nina
 6. Preschool: **Sia**, Anna L, Mercedes, Mildred, Jayleen
 7. Kitchen Assistant: Danny
 8. Office: Christina, Liz, Michelle
 2. Anniversary Cards:
 1. Fua 1 year Christina will get the Board a card for her and previous months
4. **BOARD**
 1. **Finance:** Greg Christina
 1. Profit and Loss Christina reviewed, with a focus on the capital savings account
 2. **Facilities:** Monica, Christina
 1. GOAL: Complete all deferred maintenance by 2022
 1. Update Building Repair lists with 2019 focus of:
 1. Boiler and downstairs heating elements have been replaced yay!!!
 2. Received \$25,000 from Rasmussen Foundation to complete heating installation. Have begun talking to Moore Heating about timeline for installation as we will coordinate preschool flooring to the same time as

heating. Christina went over the new preschool layout, which includes new flooring, heating registers, a new mud room/cubby area, and new sinks and a bathroom.

3. We discussed the downstairs flooring replacement which is starting tonight (yay!!!). The painting of downstairs is mostly done.
 4. A parent is working on lighting, so it will be done slowly in stages, but significantly cheaper than if done through a contractor.
 5. We discussed the upcoming maintenance needs and costs: new windows (for egress and energy efficiency), the preschool bathrooms, lighting upgrades (to newer LEDs for better lighting and energy efficiency), play yard upgrades, crawl space access, the need for a roof replacement, etc.
 6. Christina also provided a spreadsheet of deferred maintenance, costs, and expected life expectancy, so that we can budget annually for savings to accomplish projects when needed.
 7. Monica moved to authorize Christina to spend up to \$20,000 from the capital account to complete the preschool plumbing, heating registers, and toilets/sinks. Jenny seconded, all approved.
5. New Business
 - a. Facility upgrades see above
 - b. By laws Kate and another parent reviewed and revised the Board bylaws. Monica moved to approve the new bylaws, Laura seconded, all approved. Hooray!
 6. Upcoming Events
 1. 7/13 July PNO
 2. 8/10 August PNO
 3. 8/14 August Board Meeting
 4. 9/11 Sept Board Meeting
 5. 9/14 Sept PNO
 6. 9/20 Fall Festival
 7. Move for Adjournment to Executive Session N/A
 8. Adjourned 6:25 pm

Action Items:

-Christina will get the Board anniversary cards to sign (Carmen and Fua – others?)

-Christina/Laura will send an email to parents about legislative action

-Jenny will post info about the downstairs floor replacement on Facebook

-Monica will sign and file the new bylaws with the State

Carry over Items:

- Christina will update and share our Amazon wish list for parents to purchase items
- The Facilities Committee will review the property and liability insurance
- Sara, Liz, and preschool teachers will plan the graduation ceremony
- Jenny will follow up on booking next year's book fair date