

Hillcrest Children's Center Board Meeting

June 12, 2019

Called to Order

- **Introductions.** Present: Kate, Monica, Brian, Lisa, Liz, Christina, Laura
- **Approval of Agenda**
 - Volunteer for note-taker: Laura
- **Approval of Minutes** – April, May -postponed until July mtg.
- **Community Comments:** painting and lights look good
- **Director's Report:** Christina - Ms. Marie is back
 - **Enrollment:** 64 FTE average for whole year
 - **Staffing:**
 - We welcome
 - Current Staffing: (Lead Teacher is Bold)
 - Little Butterfly: **Renae**
 - Big Butterfly: **Ana**, Carmen, Mary, Tuti
 - Upstair Toddlers: **Fu'a**, Jim, Hannah
 - Downstair Toddlers: **Mua**, Rosa, Elena
 - Older Toddlers: **MaKenna**, Tyler, Marie, Agnus, Nina
 - Preschool: **Sia**, Anna L., Mercedes, Mildred, Jayleen
 - Kitchen Assistant: Danny
 - Office: Christina, Liz, Michelle
 - Anniversary Cards:
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 - Facebook- goal of consistent, reliable resource for monthly/yearly events such as Board Meetings, PNO, Closures
- **Programmatic:** "Ready to Learn in K"
 - Learn and Grow: A framework that early care and learning programs in Alaska 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 "3". We have a new "coach" from thread who met with Christina on Tuesday. The state should be rolling out the requirements for levels 3, 4, and 5 this fall.
- **BOARD**
 - **Finance:** Greg,
 - GOAL: Diversify Revenue with \$100,000 a year not from tuition by 2022
 - Annual Fund Development Plan Committee: Chair Aleesha
 - Update plan for 2019 Campaign
 - Start looking for 5-8 stories for 2019 campaign
 - Quarterly Update newsletter
 - Pick Click Give apply
 - GOAL: Fund facility upkeep and build operating reserves of 1 month by 2022
 - Profit and Loss
 - **Facilities:** Brian, Monica
 - GOAL: Complete all deferred maintenance by 2022
 - Update Building Repair list with 2019 focus of
 - Boiler and downstairs heating elements replaced
 - Received \$25,000 Rasmusson 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. [Laura will do FB post to celebrate after Christina adds her as admin]
 - Walked through building on Tuesday with Cynthia, a parent who is also an architect to discuss plumbing in Preschool ideas. Cynthia helped prioritize health

and safety issues, helped us think through how to prepare for plumbing upgrades. Christina then met with Circle Plumbing and Moore Heating, will discuss quotes at July mtg.

- Downstair classrooms are 90% painted, still need to sand and paint. Looking into purchasing a sanding/dry vac combo to complete the building.
- Parent is beginning to install updated LED light fixtures throughout the building. Discussed with the fire alarm maintenance guy about regulations for the smoke detectors and ceiling tiles. Came up with a plan. If funding allows may try a demo of it in the entryway.

- **Personnel & Administrative:** Monica, Kate
 - GOAL: Continue Administrator review
- **Event:** Jenny
 - GOAL: 5 events that build parent knowledge of child development and/or build parent networks
 - Fall Festival: Sept
 - Parent Dinners scheduled starting in Fall 2019: possible topics: K readiness; Attachment; NVC; executive skills
 - GOAL: Events that support Financial Goals
 - Create a Kindergarten Graduation to support Annual Development
 - Barnes and Noble: Fall
 - GOAL: Increase Family Involvement
 - Communication:
 - Newsletter: goal of consistent, center wide information such as volunteer opportunities, closures and such. As well as a hard-copy every quarter.
 - Sending out a June one that is a funding, project update now that Rasmussen funding has come in
 - Facebook- goal of consistent, reliable resource for monthly/yearly events such as Board Meetings, PNO, Closures
 - Website

- **New Business:**
 - Facility Discussion
 - Law enforcement carry

- **Upcoming Events:**
 - Closed July 4th
 - Board July 10th (Christina will be gone)

- **Move for Adjournment to Executive Session**

Finance Committee

The Finance Committee functions to provide financial oversight for the organization to include budgeting/[financial planning](#), and financial reporting.

Budgeting and Financial Planning

1. Develop an annual operating budget with staff.
2. Approve the budget within the finance committee.
3. Monitor adherence to the budget.
4. Set long-range financial goals along with funding strategies to achieve them.
5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
6. Present all financial goals and proposals to the board of directors for approval.

Reporting

1. Develop useful and readable report formats with staff.
2. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
3. Work with staff to understand the implications of the reports.
4. Present the financial reports to the full board.

Facilities Committee

The Facilities Committee functions to plan for the maintenance of all land, buildings, facilities and equipment owned by Hillcrest.

Specific responsibilities may include:

- Developing and recommending a maintenance and replacement schedule for buildings and grounds.
- Conducts inspections of facility when needed and reports back to the Board.
- Planning for new construction, major renovations, or major improvements of school and grounds.
- Implements and oversees long-term capital improvement plan.
- Recommend adequate insurance coverage
- Technology infrastructure

Personnel & Administrative Committee

The Personnel Committee functions to supervise the Executive Director and examine issues affecting staff.

Specific responsibilities may include:

- Make recommendations to the Board on the hiring and compensation of the Executive Director
- Supervise and review the Executive Director
- Periodically review and revise if necessary the Employee Handbook and job descriptions
- Develop employee related items in the annual budget
- Review and updating by laws

Development Campaign