

## Hillcrest Children's Center Board Meeting September 11h, 2019

### Called to Order

- Introductions
- Approval of Agenda
  - Volunteer for timekeeper
- Approval of Minutes – August
- Community Comments:
- Director's Report: Christina
  - Enrollment:
    - 65 FTE scheduled for the year as of now; budget was based on 67; looking at actual attendance before adding more children.
  - Staffing: Sila left for medical reasons
    - Current Staffing: (Lead Teacher is Bold)
      - Little Butterfly: **Rena**
      - Big Butterfly: **Mua**, Nina, Marie
      - Upstair Toddlers: **Ana**, Carmen, Mary,
      - Downstair Toddlers: **Fu'a**, Jim, Hannah
      - Older Toddlers: **MaKenna**, Tyler, Anna L
      - Preschool: **Sia**, Mercedes, Mildred, Jayleen
      - Office: Christina, Liz, Michelle
- **BOARD**
  - **Finance:**
    - Profit and Loss
  - **Facilities:** Brian, Monica
    - GOAL: Complete all deferred maintenance by 2022
      - Update Building Repair list with 2019 focus of
        - Working with AWW and GWL regarding new engineered drawings and access required- this will increase costs by \$12,000
- **New Business:**
  - After-school Program
  - Capital Campaign
  - New Board Member Recruitment
  - Cleanup Weekend
  - Fall Festival

8/14/2019

Called to Order

1. Introductions: Director: Christina Eubanks-Ohana; Board Members: Brian Englund (VP), Jenny Blanchard (Secretary), Sara Nogg-Nunez (Member at Large), Kate Demarest (Member at Large), Laura Norton-Cruz (Member at Large); Parents: Aleesha Towns-Bain, Leslie
2. Approval of Agenda Jenny moved to approve, Brian seconded, all approved
  - a. Volunteer for timekeeper Jenny
1. Approval of Minutes – July Jenny moved to approve, Brian seconded, all approved.
2. Community Comments:
  - a. Leslie asked about the one-year old room and how that would be for the non-walkers. Christina explains the ongoing updates of that room, and that kids likely wouldn't go in until they were walking.
3. Director's Report: Christina
  - a. Enrollment: Getting ready for September transitions. Christina summarized the current plans for staff and classroom shifts, and the Board had a discussion about how that would proceed.
  - b. Staffing:
    1. Ms. Agnes will be back in September.
      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. September Staffing:
        1. Little Butterfly: **Renae**
        2. Big Butterfly: **Mua**, Sila, Marie, Nina
        3. Upstairs Toddlers: **Ana**, Carmen, Mary,
        4. Downstairs Toddlers: **Fu'a**, Jim, Hannah
        5. Older Toddlers: **MaKenna**, Tyler, Anna L
        6. Preschool: **Sia**, Mercedes, Mildred, Jayleen
        7. Kitchen Assistant: Danny
        8. Office: Christina, Liz, Michelle
    3. Breastfeeding Policy Christina has updated the breastfeeding and general feeding support policy for the Parent Handbook. Christina realized it hadn't been updated in a while, and staff weren't practicing best management practices. Christina has worked with Kate to update this. Kate also has a breastfeeding resources handout that she wrote in 2015 for Christina to give to new parents. Christina has taken more training, and is going to have staff take more training, so they can meet our goal of more responsive feeding in the infant classes. Staff will also work with parents on the feeding schedule to better coordinate with breastfeeding parents.
    4. 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 Discussion deferred to next month, but Christina says we are on target for this point in the Fiscal Year.
2. Annual Campaign Aleesha
  1. The five year goal is to work up to an Annual Campaign that raises 5% of operating costs. This year our goal is 2.5%, which is approximately \$25,000. Aleesha will hold a campaign kick-off meeting this fall. Sara will write a story for the campaign

3. **Facilities:** Brian, Christina

1. GOAL: Complete all deferred maintenance by 2022

1. Update Building Repair lists with 2019 focus of:

1. Working with AWWU and GWL regarding new engineered drawings and access required – this will increase costs from the previous estimate.
2. AWWU has said we need a manhole cover, civil engineering drawings, and civil engineering permit for outside the building where we tie into the line. This winter they said we didn't need that. This may add \$6-10,000 to our estimated costs.
3. Christina will work with Cindy, a Hillcrest parent and architect, to talk to AWWU and figure out where the disconnect occurred and whether this is really required, before we authorize spending additional funds.
4. Once the bathrooms are installed in preschool, Christina will work with staff to transition to more open/on-demand bathroom breaks.

5. New Business

- a. Laura gave a legislative update

6. Upcoming Events

1. 9/11 Sept Board Meeting
2. 9/14 Sept PNO
3. 9/20 Fall Festival

7. Move for Adjournment to Executive Session Exec Session N/A Brian moved to adjourn, Sara seconded, all approved

Adjourned 6:35 pm

## **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**