

**Hillcrest Children's Center Board Meeting
November 13, 2019**

Called to Order

- Introductions
- Approval of Agenda
 - Volunteer for timekeeper
- Approval of Minutes – September
- Community Comments:
- Director's Report: Christina
 - Enrollment:
 - We are looking at attendance to fill a few spaces for the second half of this fiscal year.
 - Staffing:
 - We welcome Ms. Yvonne and Ms Dani to the Older Toddlers this month. Ms. Carmen is on extended family leave. Ms. Mary is on family leave through the 15th. Ms. Renae is scheduled to return at the end of this month.
 - Ms. Michelle will be leaving the office at the end of December.
 - Current Staffing: (Lead Teacher is Bold)
 - Little Butterfly: **Renae**
 - Big Butterfly: **Mua**, Nina, Mary
 - Upstair Toddlers: **Ana**, Carmen, Mary,
 - Downstair Toddlers: **Fu'a**, Jim, Hannah
 - Older Toddlers: Tyler, Yvonne, Dani
 - Preschool: **Sia**, Talo, Mercedes, Mildred
 - Office: Christina, Liz, Michelle
 - Anniversary Cards:
- **BOARD**
 - **Finance:** Greg
 - Profit and Loss
 - Annual Campaign Update
 - **Facilities:** Brian, Monica
 - GOAL: Complete all deferred maintenance by 2022
 - Preschool Construction Update
- **New Business:**
 - Staff Handbook Update

<u>Income</u>	July- October 2019	2019 Year to Date Budget
Childcare Revenue		
Tuition	308,700	326,580
PNO	2,110	2,500
Fee Modification	-30,105	-27,042
Multi Child Discount	-4,950	-4,400
Total Childcare Revenue	<u>275,755</u>	<u>297,638</u>
Fees		
Resource Fee	10,247	12,300
Total Fees	<u>10,247</u>	<u>12,300</u>
Fundraising		
Volunteering Donation	8,980	5,000
Annual Campaign	2,591	0
Fundraising	148	0
Total Fundraising Income	<u>11,719</u>	<u>5,000</u>
Restricted Income		
CACFP Food Grant	12,963	4,228
Farm to Table	2,400	0
Childcare Grant	6,664	3,480
Total Restricted Income	<u>22,027</u>	<u>7,708</u>
Total Income	319,748	322,646
Expense		
Business Expenses		
Bank Expenses	750	1,000
License	382	630
Professional Services	3	44
Total Business Expenses	<u>1,135</u>	<u>1,674</u>
Facility Exp.		
Maintenance	3,301	10,000
Upgrade	1,078	
FNBA Loan	5,346	3,504
Property/Liability Ins.	33,016	31,276
Utilities	6,622	8,166
Total Facility Exp.	<u>49,363</u>	<u>52,946</u>
Personnel		
Appreciation	797	7,000
Background Checks	105	400
Payroll Expenses	957	1,000
Staff Education	3,728	1,600
Wages & Salaries	237,958	246,400
Workers' Compensation	14,954	16,800
Total Personnel	<u>258,499</u>	<u>273,200</u>
Program Expense		

<u>Income</u>	July- October 2019	2019 Year to Date Budget
Childcare Revenue		
CACFP Food	16,326	16,666
Kitchen Supplies	678	2,000
Farm to Table	1,882	
Family Events	1,767	1,000
Groceries	2,912	1,668
Operational Supplies	16,326	15,500
Program Supplies	9,692	7,000
Total Program Expense	<u>49,583</u>	<u>43,834</u>
Total Expense	<u>358,580</u>	<u>371,654</u>
Final	-38,832	-49,008

	Actual Thru Oct 2019	Projected Thru June 2019
Accrued Funds thru 6/31/19 2019 Annual Campaign*	51,657	51,657
Total Income	<u>51,657</u>	<u>51,657</u>

Excavation Work	9,400 pd	9,400 GLW
Additional Excavation Work	8,725 pd	8,000 GLW
Additonal Plumbing Engineering Work	3,935 pd	3,935 Pannone Engineering
Carpentry for Preschool	1,413 pd	2,500 Denoncour Construction
Plumbing in Preschool	15,000 pd	22,824 Circle
Electrical in Preschool		6,740 Vannoy (may lower)
Electrical Engineering in Preschool	1,680	1,680 T3
Flooring in Preschool		10,000
Heating in Preschool	<u>0</u>	<u>15,000</u> Moore
	40,153	80,079

Capital Account Balance **11,504** **-28,422**

*Annual Campaign minus staff appreciation

Still Owe			
Moore Heating	15,000	1/2 done	Preschool heaters
Flooring Additional	10,000	estimate	Giant Don's estimate- not billed
Carpentry Work for Preschool	1,100	estimate	Denoncour Construction
Electrical Engineering	1,680		
Electrical Preschool	6,740		
Plumbing Preschool	<u>7,824</u>	Set cost	Circle Still owe
	42,344		
	30,840		