

Hillcrest Children's Center Board Meeting

May 19, 2020

Called to Order

- Introductions
- Approval of Agenda
- Approval of Minutes – move to next month
- Director's Report: Christina
 - COVID-19 Mitigation Plan- still in draft form
 - Highlights
 - Staff room: looking to move Ms. Renae's room to a break room so staff have a place to properly transition into program; this would take away 4 enrollment spaces
 - PPE
 - Face masks- looking for functional clear full face for long-term use
 - Button up shirts or smocks
 - Enrollment and/or staffing health limitations: know your risk
 - "All children and staff with pre-existing health conditions or who are considered immunocompromised, including those who are older, pregnant, or have respiratory conditions, such as asthma should stay home; this is essential for the safety of the children. For further information refer to CDC recommendations for high risk populations."
 - Drop Off and Pick-up Procedures and Staffing of
 - Infant parents exception
 - Sibling/Cohort groupings vs traditional classroom
 - basically all siblings (Birth through 3) in downstairs classrooms; would need to ask for variance for fall to have 12 infants on one side vs the 8 limited by having nonmobile children
 - Physical contact between staff/child and child/child
 - Enrollment:
 - Adding back children each week, currently 21 with 31 confirmed for June
 - Staffing:
 - Letters are going out offering staff their positions back
 - Looking to hire possible Assistant Director, Cook, Lead Teachers, Staff as needed for mitigation coverage and to meet PPP forgiveness
 - **BOARD**
 - **Finance:**
 - Profit and Loss, Balance Statement
 - PPP Update
 - AK "Capacity Building" fund
 - **Facilities:**
 - GOAL: Complete all deferred maintenance by 2022
 - Preschool Construction Update: boiler install complete
 - Cubbies being built
 - Roof Quotes
 - Play Yard Upgrade
 - Goal is to improve the quality of the outdoor classroom experience, improving functionality and maintenance, as we move to as much time as possible outside

- Separate the area outside the PS classroom from the Toddler Play yard
- Creating connecting circular trike paths through all play yards (increase movement, defines different spaces, minimizes wear on grass)
- Improving the fall surface of the PS climbing equipment (pea gravel vs wood chips)
- Expanding the soil that surrounds the Toddler climber
- Moving both PS and Toddler sandboxes to improve yard function
- Installing grass (SOD vs Hydroseeding)
- Other possible projects
 - Spruce Bark Beetle Spray and dead tree removal
 - Building Painting
 - Shed upgrade
 - Play house construction (similar to Frontier Park, next to Park Strip)
- **New Business:**
 - Community Comments:

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