

Hillcrest Children's Center Board Meeting

February 17th, 2021 5:30

Introductions

In Attendance-

Staff: Christina Eubanks, Kimberly Santagata

Board: Monica French, Brain Englund, Sara Nunez, Kate Demarest, Lara Norton-Cruz, Brandi Zeman

Families: Cyndie Freier, Mike Teo, Heather Stenson, Christine Westmann, Leslie Need

Approval of Agenda- Laura, Sara Seconded

Approval of Minutes: November/January- Kate, Laura seconded

Director's Report: Christina

- **COVID:**

We are happy to announce that all staff have received their first vaccine dose. As new staff are hired they are scheduled for the next available dose. At this time we can not wait until they get the vaccine before they begin working due to shortages but that will be the ideal moving forward. Mask usage for children has improved. We are continually reordering masks as needed to ensure fit for staff and children.

Correction: One staff will get their first shot this Friday.

- **Enrollment:**

BP/Hilcorps Child Development Center is closing in the middle of March. This has helped fill several of the openings. We also have families returning from their COVID leave.

Just a few toddler spaces left, and reaching out to families currently out to see if they wish to return. Discussion will need to happen later this year about when/if we move SA back to Toddler classroom. CE is looking into Hilcorp's plan for Child Development Center building, please share if you have connections.

- **Staffing:**

- Butterflies
 - Ms. Paris (Lead)
 - Marie
 - Jane
- Downstairs (Younger) Toddlers
 - Ms. Mua (Lead)
 - Mary (returning)
 - Pepe- *is not starting*
- Older Toddlers
 - Mr. Tyler and Ms. Yvonne (Team Leads)
 - Jim
- Preschool
 - Ms. Kimberly (Assistant Director)
 - Lorrene
 - Morgan
 - Mercedes in AM
 - Emily- afternoon's only
 - Gabe for breaks MWF
- School-Age
 - Mercedes
 - Lex (TR)

- Gabe (MWF)
- Administrative
 - Christina, Director
 - Dhane, Wellness Specialist
- Changes
 - We welcome Mary back to the Young Toddler room with Ms. Pepe.
 - Jim will be out for several weeks in March for medical leave.

BOARD

- **Finance:**

- PPP
 - First PPP was forgiven.
 - Second PPP was received. \$130,000 2/4/21
- Muni Cares Funding
 - Funding ended in December, yet the program sent an email saying that they anticipate future funding to start in February.
CE: Muni is signing contract with United Way to begin distribution of funds
 - Reached out to the Child Care Program about the second CARES funding.
CE: the state will be sending out a survey about what needs programs need. Additionally: there is a state proposal to split DHHS into two programs. The governor wants to place child care under Health versus Child and Family Services. There are several program directors who want to have child care placed back under DEED- there will be several large funding opportunities that will be coming with the current administration for the federal government. Christina has been asked to send out a draft and contact information on who to send this to, including FB GALs Group, ACT for help with Op Ed We are unsure of the impact of letting the emergency declaration expire. It can be reopened maybe..

- **Facilities:**

- GOAL: Complete all deferred maintenance by 2022
 - Building
 - Upstairs bathroom requires new flooring- scheduled for summer
 - Lighting done in Preschool, staff room, office, upstairs Toddler classroom, and kitchen. It is scheduled to be done in the Pantry and upstairs storage. Needed in Big Butterfly, both downstairs classrooms, hallways, and bathrooms.
 - Connex for storage installed in summer- will be keeping the big shed.
CE will work with CW and HN about possible in-kind donations
 - Fire Alarm System: need to apply for grant funding to help cover the cost We will look into grant funding.
 - Install gas and vent to the upstairs Air Filtration system to heat the air in the winter.
We will receive a proposal from Moore this spring.
 - Windows:
 - Upstairs windows
 - Downstairs windows
 - Back stairwell: The reason to replace these windows is that a large amount of heat is lost through these windows in the winter and new windows would increase circulation in the summer. Currently the windows are single pane from the mid-20th century. The quote was for \$13,512. I have had no luck getting another vendor to come

give a second bid.

CF will assist CE on looking into other purchase and install options

- Play Yard Upgrade
 - Siding where Preschool sandbox was; going to create a large chalkboard with drip flashing and furring strips. Planned for summer
- Other possible projects
 - Playhouse construction (similar to old Frontier Park, next to Park Strip)-
 - Better fence gate to the reclaimed part of the Preschool yard
- **Personnel and Admin Committee**
 - *Create a short term committee to research the impact of increased minimum wage/livable wage on Hillcrest budget in preparation for future funding discussions. There is also talk about Universal pre-k in AK that could have financial implications for Hillcrest.*
 - CF was going to introduce Christina to Tamara about Early Childhood governance and workforce.
CE will put together a list of what is wanted to be on the committee and put it out to all Hillcrest families.
- **New Business:**
 - **Vote on Window replacement- tabled until next month**
 - **Community Comments:**

The next closure will be Memorial Day.

 - *Parent: Are we still wanting to stay with Life Cubby? CE: Potentially down the line we can use an on-line curriculum program that would be subsidized by the state*
 - A preschool Open House will happen at the end of March/ April
 - Family Events for spring will be discussed in April.
 - Hours 7:30-6 in March- a limited amount of 7-7:30 for select current families.

Dismissed at 6:38pm

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 the 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