

# Hillcrest Children's Center Board Meeting

## January 26, 2021 5:30

### Introductions

In Attendance: Christina, Kimberly, Laura Norton-Cruz, Monica French, Brandi Zeman, Debbie, Kathryn Sullivan,

### Approval of Agenda-

**Approval of Minutes:** November- *moved to next month*

### Director's Report: Christina

- **COVID:**

- We have had a quiet December and January in regards to COVID with no further cases. Currently, 12 staff have recovered and 4 have still avoided it. Staff are beginning to obtain vaccines as they become available.

*Childcare providers qualify as "Teachers" currently with no changes to tiers- but if they move them up they may or may not qualify still- but Laura's Mom will have a clinic to vaccinate Hillcrest staff that want it. They will have 50 spots on 2/15/21. We also need to spread to home providers. Alaska Native and Pacific Islanders are dying at higher rates. Laura should know in the next day or two.*

*There is a proposal tonight to cut 25% cut to the Early Childhood Funding to fund the Police body cams and other police technology. We want to keep those funds, and to figure out how those funds will be dispersed and paid out.*

*The air system should be finished by the end of the week.*

- **Enrollment:**

- In February the Big Butterfly classroom has one opening, the Downstairs classrooms are  $\frac{2}{3}$  full, Preschool has an opening for one child. The Upstairs Toddlers/School-age classroom is being used for the few school-age siblings. ASD began in-person school for the majority of school-age children last week. Hillcrest is continuing to offer aftercare services for siblings while our other classroom enrollment is down.

*The upstairs toddler room as an after school program. It was in flux with the return to school.*

*\$400 a month. Contact Christina for more details.*

*Enrollment- about what percentage are attending at this point- 95% are attending. They are a few families that have been holding out since last summer- there may be spots in September.*

- **Staffing:**

- Butterflies
  - Ms. Paris (Lead)
    - Marie
    - open
- Downstairs (Younger) Toddlers
  - Ms. Mua (Lead)
    - Jane
    - open
- Older Toddlers
  - Mr. Tyler and Ms. Yvonne (Team Leads)
    - Jim
- Preschool
  - Lorrene, Mogan (Team Leads)
    - Morgan
    - Gabe for breaks MWF

- School-Age
  - Lex
  - Gabe (MWF)
- Administrative
  - Christina, Director
  - Kimberly, Assistant Director
  - Dhane, Wellness Specialist
- Changes
  -

## BOARD

- **Finance:**

- PPP
  - Submitted the paperwork for forgiveness for the first PPP.
  - Hillcrest was awarded a second PPP this week.
- Muni Cares Funding
  - Funding ended in December, yet the program sent an email saying that they anticipate future funding to start in February.
- Coronavirus Nonprofit Relief Fund
  - Closed out the CNRF grant that covered the air handling system and Dhane.

*Finance- \$135,000 for Monica to sign. Payroll, cleaning supplies, masks, hand sanitizer. \$300+ on child masks; Muni Cares Funding- they anticipate more funds by mid-Feb. The second Cares money is unknown.*

- **Facilities:**

- GOAL: Complete all deferred maintenance by 2022
  - Building
    - Upstairs bathroom requires new flooring
    - 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 spring/summer
    - Fire Alarm System
    - 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.
  - Play Yard Upgrade
    - Siding where Preschool sandbox was; going to create a large chalkboard with drip flashing and furring strips.
  - Other possible projects
    - Playhouse construction (similar to Frontier Park, next to Park Strip)-  
**future dreams**
    - Better fence gate to the reclaimed part of the Preschool yard

*It is unknown that the new air system will affect the heating bill. We might be able to run gas upstairs. The windows in the back stairs windows and it...*

- **New Business:**

- **Masks for children 3plus**

*Masks- 3+ use masks. We bought a bunch more masks. We are working with Older Toddlers. Usually, with prompts, the preschool students wear them.*

- **PNO**

*Parent's Night Out- staff and families are wanting to do it. 3-8 for it- so students are not sleeping without masks in the center. Do these hours work?*

*Laura wanted the hours earlier, so this is great.*

- **Community Comments:**

*Anna- Thank you all for being on the board, making it a safe space, .... A written handbook ... somewhere that families can refer back to that is written down. Maybe the website.*

*Create an Asana task to get this done!*

*Kathryn- I heard that was a fire alarm last week due to a fog machine. Had Christina explain the fire drill- everyone went outside (usually out the back gate across the street to the sidewalk) with the ice this one we went to the parking lot.*

*Laura was putting all of the board meetings and closures as FB events. Sara will be doing this.*

*Feb 15, 2021, is a Holiday Closure. The next will be Memorial Day.*

## **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**