

## Hillcrest Children's Center Board Meeting

April 21, 2021

### Called to Order

- Introductions
  - **In Attendance: Christina Eubanks-Ohana, Monica French, Greg French, Alesha Pallesen, Christie Westmann, Heather Stenson, Henry Tashjian, Laura Norton-Cruz, Shina duVall, Brian Englund, Julia (Hyatt?), Leslie & Harry Need, Sara Nogg Nunez, Kate Demarest, Debbie and Alo Meda**
- Approval of Agenda **Approved the meeting agenda- Motioned, seconded by Brandi Zeman**
  - Volunteer for timekeeper
- Approval of Minutes – March, February: moved to next month
- Community Comments:
- Director's Report: Christina **We are building a waitlist currently for all age groups. That takes in account for the families returning. We will open the toddler room upstairs again this June. Jane has moved downstairs, Paris will move this summer/fall and Mua will move upstairs.**
  - Enrollment:
    - We are currently full.
    - 5 Infant/Young Toddler Openings for September
  - Staffing:
    - Welcome: Brigid to Big Butterfly; Tyonna to School-age; Sia back to Preschool
    - Current Staffing: (Lead Teacher is Bold)
      - Big Butterfly: **Paris**, Marie, Brigid
      - Downstair Toddlers: **Mua**, Mary, Jane
      - Older Toddlers: **Yvonne**, Jim, Tyler
      - Preschool: **Sia (returns 5/3)**, Mercedes, Morgan, Lorrene, Emily
      - School-Age: Lex, Gabe (both PT in Preschool)
      - Office: Christina, Kimberly, Dhane, Skylar
      - Early Childhood Mental Health Consultant: Sam
    - Anniversary: Sia 6yrs, Gabe 5yrs, Mercedes and Sam 3 yrs
  - Learn and Grow: Alaska's Quality Recognition and Improvement System
  - Classroom Updates
    - **Christina has been working with the preschool team.**
    - **Pre-K developmental profiles have been completed and will be written up for children going to Kindergarten.**
    - **Brigid did not work out in Big Butterfly, we wish her well in finding her passion elsewhere.**
    - **Mr. Morgan is on an extended leave.**
    - **Mrs. Sia will be back 5/3.**
    - **Mr. Sam is our mental health consultant. We can get 10 free hours from Thread if we need it also.**
- **BOARD**
  - **Finance:**
    - Profit and Loss
    - COVID Funding
      - Muni Funds: application sent out 4/9, submitted 4/10. Grant said it would pay 3-4 months but no specifics on how much
      - State Funds: CCPO sent out a survey at the end of March to help them decide how funds should be used.
        - These funds will be used to offset the shortfall projected for the next fiscal year due to lost income of the infant-toddler rooms and increased cost of staffing.

**We have a positive balance. We are doing preferred and needed maintenance. We are expecting money from the Muni to help cover the extra cost of closing an infant room, higher wages for staff. The State has funding coming to us, but we don't have a solid number.**

- **Facilities:** Brian, Monica
  - **GOAL:** Complete all deferred maintenance by 2022
    - **Items Left:** Fire Alarm System, Brown Building Paint/Siding
    - **Windows:**
      - **2021 Windows Medic Quote** \$35,801 for all windows on the brown building except the one facing the parking lot. Propose to pay for this with the rest of 2020 Annual Campaign funds (this year's budget).

**The last two items after the windows is the fire alarm system, and the building siding. We are starting to work on grounds cleanup. We are working with Matson for a grant for a connex. The cherry tree still needs to be moved. Gravel also needs to be moved. Window Medics for the new windows. All except for one windows in all classrooms, but not the break room**

- **New Business:**
  - 2020 Event Dates: Closures, Family 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**