

Hillcrest Children's Center Board Meeting

March 17, 2021

Called to Order

- Introductions: Monica French, Brandi Zeman, Brian Englund, Sara Nogg, Kendall Carey, Michael Teo, Aesha Palleson, Debbie Medina, Lindsey Dupius, Christie Westmann, Leslie and Harry Need, Laura Olano
- Approval of Agenda
 - Volunteer for timekeeper
- Approval of Minutes – January, February (move to next meeting)
- Community Comments: Thank you to Mr Morgan for fixing Preschool cubbies
- Director's Report: Christina
 - COVID
 - Vaccine: ask families to share their vaccine information for de identified reporting (a % of the families' adults are vaccinated)
 - Funding: waiting for Muni funding
 - Enrollment:
 - Class Transition plans
 - Staffing:
 - Current Staffing: (Lead Teacher is Bold)
 - Big Butterfly: **Paris**, Marie, Jane
 - Downstair Toddlers: **Mua**, Mary, Lex
 - Older Toddlers: Yvonne, Tyler, Jim,
 - Preschool: **Kimberly**, Morgan, Lorrene, Emily
 - School-Age: **Mercedes**, Lex, Gabe
 - Office: Christina, Dhane,
 - Cook: Skylar
- **BOARD**
 - **Finance:**
 - Move to April
 - **Facilities:** Brian, Monica
 - GOAL: Complete all deferred maintenance by 2022
 - Window Update:
 - Cyndie will work with interested parents to research the best option
- **New Business:**
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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 schools 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 update by-laws

Development Campaign