

## Hillcrest Children's Center Board Meeting

May 19, 2021

In Attendance: Monica French, Christina Eubanks-Ohana, Kimberly Santagata, Brian Englund, Aesha Pallesen (left as we started- came back)), Laura Norton-Cruz, Sara Nogg Nunez, Zoe Olson, Kate Demarest, Cyndie Freier

Called to Order- 5:33pm

- Introductions-
- Approval of Agenda - Monica moved, Laura seconded.
  - Volunteer for timekeeper - Monica
- Approval of Minutes – February, March, April (minutes are posted on the website, on the Board page)- Laura will look at them by the next meeting.
- Community Comments:
- Director's Report: Christina
  - Enrollment:
    - We are currently full.
    - Fall Enrollment:
      - We have one full upstairs classroom and one empty one for September at this time (see School-age discussion under New Business)- infant room upstairs (where school age is now). The youngest infant/toddlers will be placed in the Big Butterfly room. The older infant/ toddlers will be in the other classroom.
  - Staffing:
    - Welcome:
    - Current Staffing: (Lead Teacher is Bold)
      - Big Butterfly: **Paris**, Marie, (Kimberly subbing)
      - Downstair Toddlers: **Mua (subbing in Preschool)**, Mary, Jane, Lex
      - Older Toddlers: **Yvonne**, Jim, Tyler, Morgan
      - Preschool: **Sia**, Emily, (Mua is subbing; Lorrene gone for summer)
      - School-Age: Mercedes, Tyonna, (Gabe gone for part of summer)
      - Office: Christina, Dhane, Skylar
      - Early Childhood Mental Health Consultant Volunteer: Sam

The new block grant for the State grant came out that is due June 30,2021. Christina is attempting to read the hundreds of pages and has difficulties accessing the web site. The open comment phase is open now.

- Anniversary: Dhane, Kimberly, Morgan 1 year
- Learn and Grow: Alaska's Quality Recognition and Improvement System- has released all five levels. \$10 million dollars to support quality early childhood education.
- Classroom Updates- Ms. Sia is out for an unknown time. Mua has stepped into Preschool. Ms. Yvonne has been inspired by her UAF class and is doing lots of themed units. Young toddlers have been remodeling their room. Big Butterfly is rocking and school age is transitioning to their summer program.
- **BOARD**
  - **Finance:**
    - Profit and Loss
    - COVID Funding
      - Muni Funds: received first of 3 payments \$20,00 a month for three months from the CARES Act.
      - State Funds:
        - 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. The state department does not have a chair, they keep sending out surveys but haven't started dispersing- it seems like a lot of funds might go to supporting building and supporting programs- but how much of it will trickle down to actual programs.

Laura has been talking to Blue about what is needed to help them.

- **Facilities:** Brian, Monica
  - GOAL: Complete all deferred maintenance by 2022
    - **Items Left:** Fire Alarm System, Brown Building Paint/Siding
    - **Windows:**
      - **Put on hold for a year or more**  
**The ventilation system has increased the air movement. A minimum of 11 inside air changes a year, and 2 outside air changes an hour. With the new boiler system the building heat situation is new. Also it changed that we might have to shut the classrooms down to remove and install the windows. We need to plan more before moving forward.**

- **New Business:**

- **Please fill out the ASD survey about their influx of money from Covid-19...**

- Mask Protocol- Staff would like to have the ability to not wear masks outside this summer. Kate shared an article from the NYC Times that there isn't a risk of outdoor transmission. Brian would like to have staff to pay more attention to keep children from being close to each other. Most board members are ok with no masks outside.

Indoor- for the fall- parents should continue to wear masks indoors. Brain would like to have masks indoors until more data or child vaccines. Sara- staff should be not masked, but all others should- children, parents, visitors. Kate- it's going to be tough for staff to ask children to wear masks when they are not. So it should be all or none. Start a survey on families plans to be vaccinated now so that we could be ready when a child vaccine is available.

Laura could you help develop a survey for parents and their vaccination plans. Monica agrees that it should not be anonymous. A survey could be confidential but not anonymous. Shared with only Christina.

Christina thinks that the preschool and school age classrooms should wear masks. The infant/toddler teachers should be unmasked.

Maybe be face shields for infant/ toddler teachers. Kate is fine with I/T staff unmasked.

It'll be nice to not be clawed in the face for infants.

So no masks outside for anybody. School Age and Preschool will still mask indoors (since they are unvaccinated). Infant and Toddler staff don't have to mask, but can if they wish.

- School-age Care Situation- There is a shortage of employees for school age care providers. There are many sites of Camp Fire this fall that will not be opening in the fall. The board wanted to offer more wrap around services through school age. Christina has been gathering data about families and the needs they have this fall.
- Executive Sabbatical- Rassumons has a program. Christina would like to apply for 2022. It is a 2-5/6 months of leave for the executive to leave- the program would pay for Christina and there would be a plan with someone to be in charge and the program would function okay. It is a competitive process and you have to agree to stay for another year after the sabbatical. The application closes in September. Brain asked about the Muni/ State qualifications and we already have qualified staff. Monica would like to be in person before the application is submitted to plan it out. Laura supports it, with a good person to be in place for it.
- Summer Board Meetings (June, July)- No June meeting and by the end of June have a scheduled committee meeting for the Sabbatical application and then the July meeting. Monica would like to have the board members that will be here in the fall and beyond. Sara might stay on the board next year.
- Open Board Seats- We do need to talk to newer parents and have them join the board.
- 2021 Closures May 31; July 5; Sept 3, 6; Oct. 18; Nov. 11, 25, 26; Dec 24, 31
- Family Day BBQ: Petting Zoo June 4th 4-7

Christina has ordered a portapotty with a large hand washing station. Hillcrest will provide all the

food this year.

### **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**

Adurojed at 6:31 pm.