

Hillcrest Children's Center Board Meeting July 20, 2020

Called to Order

- Introductions
- Approval of Agenda
 - Volunteer for timekeeper
- Approval of Minutes (can be found on our website) – Feb, March, April, May
- Community Comments:
- Director's Report: Christina
 - Enrollment:
 - Finalizing enrollment for September
 - Staffing:
 - Sia, Kimberly, and Lex have left Hillcrest. Ms Emily will be leaving at the end of July to participate in Cross Country. We welcome back Ms. Talo. Ms. Brandi, and Ms. Sera are new to Hillcrest
 - Current Staffing: (Lead Teacher is Bold)
 - Big Butterfly: **Paris, Brandi**, Marie, Sera
 - Downstair Toddlers: **Mua**, Mary, Jane
 - Older Toddlers: **Yvonne**, Jim, Tyler, Morgan
 - Preschool and SchoolAge: **Mercedes**, Tyonna, Emily, Talo,
 - Office/Cook: Christina, Dhane, Skylar
 - Early Childhood Mental Health Consultant Volunteer: Sam
 - Fall Staffing: (Lead Teacher is Bold: Teachers and Assistants classroom placement may still change)
 - Big Butterfly: **Brandi**, Jane, Tyonna
 - Upstairs Toddlers: **Paris**, Marie, Breanna
 - Downstair Toddlers: **Mua**, Mary, Sera
 - Older Toddlers: **Yvonne**, Jim, Morgan, Lorrene
 - Preschool: **Mercedes, Tyler, Talo, Gabe**
 - Office/Cook: Christina, Dhane, Skylar
 - Early Childhood Mental Health Consultant Volunteer: Sam
 - Anniversary: Dhane, Kimberly, Morgan 1 year
 - Classroom Updates:
 - PreK children will move to schoolage August 1st with Ms. Talo and Tyonna. This will allow us to make the classroom transitions of Older Toddlers to Preschool, Downstairs Toddlers to Older Toddlers, and some of the Butterfly classroom to Downstairs Toddlers.
 - The transition of School-age to Upstairs Toddlers classroom will take place August 25th through 31st.
- **BOARD**
 - **Finance:**
 - Profit and Loss: Last Fiscal Year
 - COVID Funding
 - Muni Funds: received 2 of 3 payments
 - 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.
 - **Facilities:** Brian, Monica
 - GOAL: Complete all deferred maintenance by 2022
 - **Items Left:** Fire Alarm System, Brown Building Paint/Siding
- **New Business:**
 - COVID: Mask Protocol

- State Funding Meetings: CCDF Block Grant Plan Tuesday, July 27th 6-7:30; CCPO Public Hearing Wednesday, July 28th 2pm
- School-age Care Situation
- Board Position Changes
- 2021 Closures Sept 3, 6; Oct. 18; Nov. 11, 25, 26; Dec 24, 31
- Picture Day Wednesday, July 28th 9-10:30
- PreK Graduation Friday, August 20th
- **Close to Executive Session**

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