

**Hillcrest Children's Center Board Meeting
August 18, 2021**

Called to Order

- Introductions: *Brandi Zeman, Brian Englund, Sara Nunez, Kate Demerest, Laura Norton-Cruz, Debbie Medina, Heather and Michael Ebell, Bri Kelly, Mike Teo, Ross Goble, Christy Mazzacavallo, Aesha Paulsen, Siobhan Tashjian, Emma Irish, Sarah Aho?*
- Approval of Agenda: *S.N. motion; L.N-C. second*
- Approval of Minutes (can be found on our website) – July: *moved to next month*
- Community Comments: none
- Director's Report: Christina
 - Enrollment: *A number of teachers are enrolled in a UAF class this semester: Intro to Early Childhood Education*
 - September openings: full for September
 - Future openings:
 - May 2022 start date for two children born between March 2021 and May 2021 in the Upstairs Toddler Classroom.
 - September 2022 start date for one child born between March 2021 and August 2021 in the Upstairs Toddler Classroom, and four children born after September 2021.
 - Staffing:
 - Fall Staffing: (Lead Teacher is Bold: Teachers and Assistants classroom placement may still change)
 - Big Butterfly: **Brandi**, Sera, Carmen
 - Upstairs Toddlers: **Paris**, Marie, Morgan, Breanna
 - Downstair Toddlers: **Mua**, Mary, Jane
 - Older Toddlers: **Yvonne**, Jim,
 - Preschool: **Mercedes**, Tyler, Talo, Lorrene
 - School-Age: **Gabe**,
 - Office/Cook: Christina, Dhane, Skylar
 - Early Childhood Mental Health Consultant Volunteer: Sam
 - Anniversary: Lorrene and Paris 1 year
 - Classroom Updates: *B.Z. reminded of the importance of sending out transition letters since the teachers made such a quick transition into preschool at the beginning of the month*
 - Fall classroom transitions have started and new children have begun joining classrooms.
 - We will be transitioning the Upstairs Toddler classroom back to toddlers next week. With classroom setup completed by August 31.

● **BOARD**

- **Finance:** *Set a fall meeting for the Board to go over the Strategic Plan; Christina is to apply for Ak Community Foundation grant for business plan*
 - Profit and Loss: *State of Hillcrest will be next month now that things have settled*
 - COVID Funding
 - Muni Funds: Received the funds allocated for the year.
 - State Funds: No new update
 - 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:** *Workgroup needed by end of August so we can submit play yard plan for CITC funding this fall*
 - GOAL: Complete all deferred maintenance by 2022
 - **Items Left:** Fire Alarm System, Brown Building Paint/Siding
 - Would like a work group for the fall/winter to meet to plan out Preschool play yard.
- **New Business:**
- COVID: See attached COVID Testing Protocol
 - *Lifecubby/Remind updates will go out with exposure notices; there is also the ability to mark symptoms in Lifecubby daily check in*

- *In the spirit of all families working together to create a safe atmosphere for our children we are placing a recommendation of continued COVID precautions of mask wearing, 6 ft separation, handwashing in higher risk activities such as travel, large social or mass gatherings, or being in crowded indoor settings (examples fair, indoor eating, H2Oasis) with daily monitoring for symptoms and a recommended PCR test taken 4 days after the experience versus it being a requirement*
 - *Over-the-counter antigen tests are allowed for symptom return*
 - *A negative test is required every time a new symptom appears*
 - *Board Election: Debbie Medina B.Z. motion; S.N. 2nd*
 - *Fall Cleanup and Festival*
 - *Sept 24th Festival with activities for children*
 - *Clean-up will be project based for two Saturdays (one in Sept and Oct)*
 - *CACFP: Board Responsibilities, Yearly Paperwork*
 - *Highlighted CACFP Financial Responsibilities*
 - *Annual Confidential Income Statement and Enrollment (CIS) goes out in September, it is required that all families have a current form on file for Hillcrest to claim reimbursement for your child's meals*
 - *2021 Closures Sept 3, 6; Oct. 18; Nov. 11, 25, 26; Dec 24, 31*
 - *PreK Graduation Friday, August 20th*
- **Close to Executive Session: K.D. motion, L.N. second**