

## Hillcrest Children's Center Board Meeting November 17, 2021

Called to Order

- Introductions
  - Director: Christina Eubanks-Ohana
  - Board Members: Ross Goble, Debbie Medina, Monica French, Brandi Zemen. Sara Nogg Nunez, Kate Demarest
  - Parents: Michael Teo. Aesha
- Approval of Agenda:
  - Volunteer for timekeeper
- Approval of Minutes (can be found on our website) – July (hold), August, September; Monica motioned, Brandy second.
- **New Business:**
- Director's Report: Christina
  - No grievances with tuition increase; \$50 per age group. 30 day notice required to send
    - Motion to vote for tuition increase: Brandy Zemen, seconded by Ross Goble
  - Vehicle: Christina met with Bank, finance with 20% down payment for a new vehicle 15 passenger van.
    - Insurance is roughly \$2500/yr.
    - Ordering would be about 6mos out unless personal connections can secure a vehicle sooner.
    - \$11K vehicle payments/annually, offsetting funds with revenue generated through spring-break and summer programs. Will most likely break even with the cost of staffing and maintenance/cost of vehicle.
    - **Ross/Christina to investigate if student/child accident insurance is needed in addition to vehicle insurance, if GAP coverage is needed.**
    - **Ross to reach out to see if he can secure a non-profit rate. Christina to send proposal to Ross.**
- - Board positions:
  - Summer Program for K-2:
  - 2021 Closures: Nov. 25, 26; Dec 24, 31
- Enrollment:
  - Openings: none
  - Future openings:
    - May 2022 start date for two children born between March 2021 and May 2021
    - September 2022 start date for one child born between March 2021 and August 2021, and three children born after September 2021.
- Staffing:
  - Staffing Changes: Carmen will be snow birding to CA after December 8th: We welcome RaeAnn to the Downstairs Young Toddler Classroom
    - Going through staffing options: part time staffing, flexibility of schedules: five 8 hr shifts vs. four 10 hour shifts
  - Fall Staffing: (Lead Teacher is Bold: Teachers and Assistants classroom placement may still change)
    - Big Butterfly: **Brandi**, Jane, Sera TBH

- BlueJays Upstairs Toddlers: **Marie**, Morgan, Carmen,
      - Downstair Young Toddlers: **Mua**, Mary, RaeAnn
      - Older Toddlers: **Yvonne**, Jim, Dorothy, TBH
      - Preschool: **Talo, Mercedes**, Tyler, Lorrene
      - School-Age: **Gabe**,
      - Office/Cook: Christina, Skylar
      - Early Childhood Mental Health Consultant Volunteer: Sam
    - Anniversary:
  - Classroom Updates:
    - 11 staff are completing university classes this month,
      - getting great grades!
      - Potential celebration/retreat to Chena Hot Springs
- **BOARD**
  - **Finance:**
    - Profit and Loss: See attached
      - Showing negative because insurance \$ was paid up front.
    - Annual Campaign:
      - Raised \$1,500 already of \$15K goal
      - Fliers/family pics to be crafted up by Mercedes
      - Staff holiday party on the 11<sup>th</sup> and staff is motivated to raise money so they can benefit 🍷
    - COVID Funding
      - State Funds: Sustainability checks of up to \$10,000 will be going out soon for round 1: there will be two more rounds in 2022
    - No December meeting, but meeting in January. Will have impromptu meeting regarding vehicle later.
  - **Facilities:** Brian, Monica
    - GOAL: Complete all deferred maintenance by 2022
      - **Items Left:** Fire Alarm System (**New Year resolution project!**), Brown Building Paint/Siding, cherry tree is no longer a hazard in the toddler yard
      - Scheduling Preschool play yard work group to meet in January
- **Community Comments:**
  - More posters for Holiday Photo Bus, also update on facebook page and in next email to families.
  - Life Cubby app: **Debbie to send an email regarding repeat notifications**
  - Board retreat pushed out until Spring
- **Close to Executive Session;** Meeting adjourned 6:11PM
  - Not on the PPP Audit list- yay!
  - Possible staff uniforms: hoodies and long-sleeve shirts w/ Hillcrest logo.
  - Mr. Jim's 40<sup>th</sup> anniversary is in January! Alice Cooper to shout out on Cameo!

### **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 plans.
- 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**

#### **Action Items:**

- Ross/Christina to investigate if student/child accident insurance is needed in addition to vehicle insurance, if GAP coverage is needed.

- Ross to reach out to see if he can secure a non-profit rate. Christina to send proposal to Ross.
- Debbie to send an email regarding repeat notifications in Life Cubby App
- Sara to work on Mr. Jim's Alice Cooper Cameo! Woo!