

Hillcrest Children's Center Board Meeting December 20, 2022

Called to Order

- Introductions: Jessica Simonsen; Christina Eubanks-Ohana; Brandi Zeman; Morgan Royal; Nora Matell; Ross Goble; Brooke - Marlena's mom; Kate Demarest; Sam Ohana; Liz O'Brien
- Approval of Agenda - **Ross moved to approve, seconded by Brandi and Jessica - Approved**
 - Volunteer for timekeeper
- Approval of Minutes (can be found on our website) Cheryl/Sam is becoming the secretary for now - **approve minutes at next meeting**
- Director's Report: Christina
 - **Enrollment:**
 - Openings: none
 - Future openings:
 - (No changes) At this time, all known open spaces are filled through June 2023, with a couple of infant openings in Sept 2023 being held for siblings
 - **Staffing:**
 - **Still have low staff - interviews tomorrow, fingers crossed!**
 - Staffing Changes: Mr Morgan and Ms Mary left last month and we wish them the best. We are in the process of hiring one staff. We have four interviews scheduled for tomorrow. **New staff will be paid @ \$15 hour - commensurate with a few similar childcare centers in ANC**
 - Christina was awarded the Sabbatical Grant from the Rasmuson, due to her ankle break we are reevaluating when the best time for her to begin - **Christina expected back at HCC next week; will be out Feb-Mar.**
 - Thread offered Quality Initiatives:
 - Program Employee Wellness Grant to create a sustainable staff wellness plan. We have used a few surveys with the staff to guide this process for

us. A theme was the lack of time for self-care. In researching we found that the state of New Mexico implemented a fitness and wellness policy that paid staff up to 2 hours a week to complete fitness/wellness goals- often by extending lunch breaks by a paid .5 hour so the employee can complete a wellness activity. An example is to be able to go to the gym on lunch break for 30 minutes while also having time for transportation, food, and rest. When this was presented to staff, all but one was in strong favor of this.

- Individual staff wellness grant: all staff was awarded the opportunity to create an individual wellness plan and receive a \$1,000 grant towards meeting that. This has provided good reflections and conversations about what they need for their personal wellness.
- From the surveys, we saw that one of the main concerns we saw was the staff making under \$15 an hour reported on the stress of trying to meet basic living expenses. While the staff making \$15 or more focused on the need for more staff. We raised the base rate of pay for teachers 18 years and older to \$15 and the base for Leads to \$18. This went into effect for the payroll that was paid today. **Christina sent personal messages highlighting the positive impact each person has on Hillcrest - well received - thanks Christina!** **Christina to do forecasting re: budgets (current staff, full staff, etc) to maintain these wages - Board needs to meet again to specifically discuss this topic.**
- Current Staffing: (Lead Teacher is Bold: Teachers and Assistants may change as needed)
 - Christina has been training Sam and Cheryl on office/administration while on sick leave. Cheryl is returning to assist with office administration items while Christina is on Sabattical while Sam will

manage the day-to-day program and staffing. Cheryl will also be a resource for Sam on the program, same as Board President, Jessica.

- Classroom:
 - Baby Beluga: Sera
 - Belugas (Infant): RaeAnn, Marie, TBH
 - Marmot: **Brandi**, Yovanie, Tina, CJ
 - Brown Bear: **Mua**, Hannah, Tina (borrowed from upstairs), TBH
 - Polar Bears:: **Yvonne**, Jim, TBH, TBH
 - Slippery Salmons: **Sia**, **Mercedes**, Tyler, Lorrene, Ruth, TBH_
 - School-Age: **Tyler**, Ivy, Harley
 - Cook: Christina, Skylar
 - Office: Christina, Cheryl
 - Administration/Early Childhood Mental Health Consultant: Sam
- **Snow Day Information**
 - HCC typically follows municipality - need to revisit b/c working from home etc. causing muni to be less reliant on safe closure - buses were closed so we were closed last week
 - Need clear procedure to share with everyone moving forward
 - Roof shoveling moved to next week b/c of cold
- **Classroom Updates:**
 - The summer 2023 School-Age Program is happening with Mr Tyler, Mr Harley, and Ms Mercedes. The spots have been proclaimed with graduates from the last two years.
 - Our infant-toddler program is based on continuity of care- ideally, the teaching team and children move together through the first three classrooms. We are making our first full transition since pre-COVID this year.
 - Due to a large number of children in the Kindergarten class of 2025
 - Fall of 2023

- Sia and Mercedes will have a full group of 3 and 4-year-olds.
- Next September Yvonne's class will be fully 3-year-olds (Preschoolers) and the classroom next to hers will be turning 3 throughout the year.

Board Committees

- **Finance:**
 - **Capital Campaign:** a final call will go out this week and next for those who want 2022 tax donation receipts, know families can donate any time of year
 - COVID Funding
 - State Funds: Hillcrest applied for the last run of sustainability funds - **might get more than last time still waiting to hear**
- **Facilities:** Brian, Monica
 - GOAL: Complete all deferred maintenance by 2022
 - **Items Left:** Fire Alarm System, Brown Building Paint/Siding
 - The preschool play yard workgroup is working to develop a replacement for climbing equipment: they have chosen to have Karl Croft with Exerplay develop a plan.
 - ***Still waiting for the fire alarm quote to apply for Rasmusson Grant - will do this in 2024ish***
 - ***Play yard planning will continue through this year- staff want to look at a full redesign of the space to match what is best for their classes and to account for continued School-age care- the broken siding is replaced***

New Business:

- Elect new Board Member: Elizabeth (Liz) O'Brien and move
 - President: Jessica Simonsen to President,
 - Vice President: Kate Demarest
 - Secretary: Liz O'Brien

- Treasurer: Brandi Zeman
- Member At Large (MAL): _____
- MAL: Mike Ebell
- MAL: Ross Goble
- **Jessica moved to elect Liz - seconded by Brandi**
- **Interested persons should join the Board!**
- To help offset the staffing costs we are looking to change operating hours to a 7:30 am start and potentially phase in a closing time of 5:30. This will help to cut overtime costs.
 - Discussed possibility of parents needing 7-7:30 and 5:30-6 paying more for these hours
- We are not having a January Parent Night Out to give time for staff to recuperate from the low staffing of December and onboard new staff
- Capital Campaign: currently we are at \$11,500 of our \$15,000 goal
- Director Sabbatical's <https://www.rasmuson.org/grants/sabbatical/> application was approved, updated timeline needs to be developed
- Summer Events
 - ***Need to reschedule Board retreat - Reschedule for summer***
- VAN purchase
 - No one from bank has followed up

Community Comments:

Close to Executive Session

Follow ups

- Need to update signors of account(s)
- Need to reschedule Board retreat for summer
- Need to approve November 2022 minutes
- Need to establish clear snow day procedure
- Christina to give budget update for staff pay - need to meet after to discuss options
- Christina to send email to parents about Kaymbu - effective Jan 3