

HILLCREST CHILDREN'S CENTER BOARD MEETING

Core Purpose: Early Childhood Development Center

Core Values

Family (atmosphere, comfort, open familiar, community, home away from home, nurturing, parent involvement, ownership, responsibility)

Inclusiveness (equity, diversity, affirmation of full potential, acceptance, meeting each individual & family where they are, flexible, respect, whole person, family dynamic, access for people from different economic strata, language, culture, ability, and adaptive capacity)

Quality (evidence-based, research-informed, continuous improvement, stability, integrity, trustworthiness, safety)

Core Operating Principles: Open enrollment, Quality food program, Dirt (outside play)

June 21, 2023

Called to Order 5:32

- Introductions: Jessica, Ross, Cam, Katrina, Kate, Brandi, Liz, Heather, Nora, Michael, Nick, Stacy, Hallie, Brooke, Christina, Sam; phone: Heather, Matt

Current Board

- President: Jessica Simonsen
- Vice President: Kate Demarest
- Secretary: Liz O'Brien
- Treasurer: Brandi Zeman
- Member At Large: Nora Matell
- Member At Large: Mike Ebell
- Member At Large: Ross Goble
- Approval of Agenda
 - Brandi motioned to approve; seconded
 - Volunteer for timekeeper
- Approval of Minutes (can be found on our website): April
 - Brandi motioned to approve; seconded
- **Director's Report: Christina**

PROGRAMMATIC GOALS from Strategic Plan

ENROLLMENT

- 95% retention of families for full 5 years through a stable, quality community for children and families
 - Openings: waiting for tuition to be set for 2023-2024 to fill open spaces from families moving and build an active waitlist for openings moving forward

STAFFING

- Track staff retention
 - Staffing Changes:
 - Farewell: Marie's last day was the 15th as she moved to be closer to family; Lorrene left at the end of May to go home for fish camp and then will begin student teaching this year, so will not be

- returning to Hillcrest; Gabe will be leaving in September to move out of state; Skylar left this past month to try something new
- Welcome: Katarina joined Preschool and School-age this last month; Chef J started this month in the Kitchen
 - Christina was awarded the Sabbatical Grant from the Rasmuson. She will be out from October 1-December 31
 - Current Staffing: (Lead Teacher is Bold: Teachers and Assistants may change as needed)
 - Classroom:
 - Baby Belugas (Infant): **Mua**, Sera, Makenzie
 - Marmot: **Yovanie**, Yelvi, RaeAnn
 - Brown Bear(to be renamed): **Tyler Joe**, Tina, Jim, CJ
 - Polar Bears: **Yvonne**, Zoey, Ruth
 - Slippery Salmons: **Mercedes**, Hannah, Katarina
 - School-Age: **Tyler**, Gabe, Emma
 - Cook: Chef J
 - Office: Christina, Cheryl
 - Staff Coach/Early Childhood Mental Health Consultant: Sam
 - Staff Transitions: Yovanie will begin to transition downstairs to Brown Bears by the end of June. Tyler Joe will transfer to Beluga's when Yvonne is back from vacation on July 19th. This gives Mua time to train Tyler Joe in the Beluga room before she transfers to Marmots in September.

FOOD PROGRAM

- Lead staff and new cook will be working on increasing the use of reusable food service products this year
- **Moving back toward family style along with reusable food products**

LEARN AND GROW

- Continuous Quality Improvement Plans (CQIP) to include goals for achieving Level 3
 - *Administration and Leadership*
 - Annual Assessments
 - Inclusion Checklist: to include strategic plan goal of providing intentional support in the building through partnerships like OT/PT/speech;
 - Reducing Exclusionary Practices: The leadership team is working on updating the practice of BIR with the move to Brightwheel
 - Program Administrative Scale (PAS): to include the strategic plan goal of staff retention through living wages and benefits
 - Benchmarks of Quality (BOQ):

- Policies and Procedures creation/update for onboarding new staff, Inclusion, health and safety, screening, assessment, curriculum
 - *Early Childhood Educator Qualifications*
 - Annual Reviews and Professional Development Plans to include required Learn and Grow training and FAN training this year
 - Annual staff survey in the fall
 - Potential setback with change in software systems used for SEED tracking/certification
 - FAN = facilitated attuned interaction
 - *Learning Environments*
 - Staff coaching on professional and classroom goals
 - Curriculum Review and Selection: The leadership team is working on
 - *Engaging Families:*
 - Strengthening Families: includes PNO and fee modifications
 - Annual family survey
- State budget update: 7.5 million approved
 - Amounts to about 75k per center
 - To get it to centers we need a regulation re-write; need to talk with legislature to put pressure on CCPO to go through that process
 - Child Care Task Force was formed, deadline is December for their report
 - Prop 14 passed – will be heavily influenced by assembly

- **Board Committees – email to all parents to invite them to join a committee**

ADVOCACY:

- Identify public policy priorities that strengthen the mission and the larger cause of quality child care in Anchorage
 - Should we have a committee to focus on this goal from the strategic plan?
 - Use all different tools (remind/brightwheel/facebook) to keep people in the loop or remind them of opportunities to advocate
 - Michael made motion; seconded
 - Advocacy committee formed – Michael to serve as Chair

FINANCE:

- Explore mission-related earned income potential beyond current tuition by focusing on afterschool and summer programs by developing business models and business plans for best options and exploring the school community interest; Serve more children by expanding community-based programs to serve older children outside the building
 - In discussion with two sites (ASD and a church) to use as a site for school-age program
 - Funding for school-age program
 - Submitted Thriving Community grant to help with start-up costs decision expected by June 30th

- Muni grant of \$800 per licensed space potential for a new program
 - State funding to help start-up costs with a new license
 - Annual Fund Development Committee
 - The committee needs to update the annual fund development plan to understand success and map effort- watch donor fatigue by doing specific outreach to alumni is needed this year
 - Budget: Diversify revenue to 90% earned income and 10% other sources; Review staff salary scale to track planned increases over the next five years to achieve living wages/benefits
 - Current Year to Date attached
 - Grants
 - Submitted Thriving Community grant for fee modification, staff support, and afterschool expansion, decision expected by June 30th

FACILITIES:

- Indoor/outdoor classroom space with remodeled amenities as appropriate (bathrooms in classrooms, water, fixtures, etc) for efficient quality space
- Complete renovations for an updated and functioning facility with no deferred maintenance by 2023
 - **Deferred:** Fire Alarm System
 - Fire Alarm System: quotes, will hear back on Improve grant by 30th
 - Accel (Jay/Roy) \$78,000
 - Specialized Sprinkling (Brett): \$68,940
 - Fierce Fire (Justin): \$38,748
 - GMW (Todd) didn't submit
 - Yukon (Larson) didn't submit
 - Integrity (Jerry) didn't submit
 - **Current:** Brown building back, play yard
 - Brown building back wall quote \$28,490
 - **New quote also around this price**
 - Play yard planning:
 - Need volunteers to bring in a truckload of sand and dirt (separately) to replenish the sandbox and dirt pile
 - Looking for round river rocks: piles around town, need volunteers to follow-up on contacting people and pickup
 - **Need volunteer with weed whacker to assist**

NOTE: Volunteer hours – 20 per family per year beginning July 1, 2023

- Each committee will track hours for volunteers in that committee and send out opportunities to volunteer
- Google doc for people to edit and add hours
- Google form for people to fill out – **Brooke** working on it and will help track

New Business:

- The 2023-2024 Fiscal Year Budget and Tuition vote attached
 - Family survey summary attached
 - Change to go into effect Sept 1
 - Allow parents to pay early
 - Kate moved to approve new tuition so as of July 1 official tuition is new tuition schedule, but families have option to grandfather in until Sept 1
 - Michael seconded
 - Motion passed
 - Kate moved to approve budget w/ understanding we revisit monthly
 - Ross seconded
 - Motion passed
 - PNO – increased 60 for 1 kid 70 for 2 or more

- **Upcoming Events**
 - July 4 Holiday
 - July 8th PNO
 - July 19th Board meeting
 - July 28th Picture Day at Train Park starts at 8am, ends at 9:30
 - August 11th Preschool Graduation
 - August 12th PNO
 - August 14th Train Park Neighborhood Work Party
 - August 16th Board meeting
 - September 4th Holiday Closure
 - September 29 In-Service Closure (**change from 9/1 approved Feb. Board Meeting**)
 - October 18 Inservice closure
 - November 11 Inservice closure
 - November 23/24 Holiday closure
 - December 25 Holiday closure

Community Comments:

Close to Executive Session

Meeting adjourned 6:49

Finance Committee

The Finance Committee functions to provide financial oversight for the organization including 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 the facility when needed and reports back to the Board.
- Planning for new construction, major renovations, or major improvements of schools 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

Annual Fund Development Committee

Advocacy Committee?