

## 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)

**July 19, 2023**

### Called to Order

- Introductions:

#### 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
    - Volunteer for timekeeper
  - Approval of Minutes (can be found on our website): June
    - **Ross approved; 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: Gabe will be leaving in September to move out of state;
    - Welcome:
  - 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: Yelvi, RaeAnn, Carmen
      - Brown Bear(to be renamed): **Yovanie, 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: Yovannie has begun the transition to Brown Bears. Tyler Joe will transfer to Beluga's when Yvonne is back from vacation on July 19th.

## **FOOD PROGRAM**

- Lead staff and new cook will be working on increasing the use of reusable food service products and family-style dining this year
- Currently, we are working on our annual renewal process and updating the menu

## **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 Facilitated Attuned Interaction (FAN) training this year
    - Annual staff survey in the fall
  - *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

## ● **Board Committees**

### **ADVOCACY: Michael**

- 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?
  - We need advocacy members – email Hillcrest-wide to get interest for committees
  - Christina will do it for all on Brightwheel

### **FINANCE: Brandi**

- 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

- Received a \$40,000 Thriving Community grant to help with start-up costs
- Muni grant of \$800 per licensed space potential for a new program if licensed while funding is available
- Annual Fund Development Committee: (need a committee to take this on)
  - 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
  - Need three “why I donate” for the webpage
- 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
    - Received Thriving Community grant for fee modification, staff support, and afterschool expansion for \$150,000 (\$100,000 for fee modifications, \$40,000 for SA support, and \$10,000 for staff support)
    - Received \$500 summer learning grant to fund school-age activities this summer

**FACILITIES:** (need a committee to lead this)

- 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, received a grant
      - Accel (Jay/Roy) \$78,000
      - Specialized Sprinkling (Brett): \$68,940
      - Fierce Fire (Justin): \$38,748
    - Need people to look at quotes
    - Need someone to chair it
  - **Current:** Brown building back, play yard
    - Brown building back wall quote \$28,490
    - 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 followup on contacting people and pickup
      - Need weed wacker volunteer for sidewalks

**New Business:**

- Purchase the bus for \$20,000 to help with the school-age program and hauling supplies. Staff reasons to have the bus: 1. easier to haul items to and from the park during water play. It is difficult to drain all the water out of the pools/water toys. The bus is better for really wet objects. 2. Sometimes we do need another vehicle for transport. Last summer we did not have another vehicle for transport which caused us to cancel trips or use extra staff to haul children in more than one trip. Making two trips in the Hillcrest van takes more time and leaves a teacher stressed out while waiting at the location with children. 3. some teachers are more comfortable driving the bus than driving the van. When you are more comfortable in a vehicle they are far fewer chances of getting into an accident.
- Bus would need maintenance check (brakes, etc.)
- Bus needs new tires – only has studded tires
- Does not have four-wheel drive

- **Upcoming Events**

- July 28th Picture Day at Train Park
- August 11th Preschool Graduation
- August 12th PNO
- August 14th Train Park Neighborhood Work Party
- August 16th Board
- 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**

### **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?**