

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)

August 16, 2023

Called to Order – 5:32

- Introductions: **Jessica Simonsen, Brandi Zeman, Nora Matell, Ross Goble, Christina, Liz O'Brien, Cam Eggers, Sam, Brooke, Matt Jardin, Mike Ebell**

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): July
- **Agenda and Minutes – motion to approve by Nora; seconded**

- **Director's Report: Christina**

PROGRAMMATIC GOALS from Strategic Plan

ENROLLMENT

- 95% retention of families for full five years through a stable, quality community for children and families
 - Openings: several families have given notice for the end of September. A reminder that Hillcrest requires a whole calendar month's notice so that we can fill the spaces. We are planning on having the small infant room open by October 1st.

STAFFING

- Track staff retention
 - Staffing Changes:
 - Farewell: Gabe will be leaving in September to move out of state; Ruth is going back to HS and will return for holidays
 - Welcome: Ashleigh started in the Polar Bear room, Gale will join the upstairs classroom in the next few weeks, Susan will join downstairs at the end of September
 - Christina was awarded the Sabbatical Grant from 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: **Tyler Joe, Sera**, Makenzie, Emma
 - Marmot: **Mua**, Yelvi, Carmen, and Gail to join
 - Mammoth (former Brown Bear): **Yovanie**, Jim, RaeAnn, Tina
 - Polar Bears: **Yvonne**, Zoey, Ashleigh, CJ
 - Slippery Salmons: **Mercedes**, Tyler, Hannah, Katarina, Yasmin
 - School-Age: **Tyler**,
 - Cook: Chef J
 - Office: Christina, Cheryl
 - Staff Coach/Early Childhood Mental Health Consultant: Sam
- Staff Transitions: Mua will be transitioning from Beluga to Marmot; RaeAnn from Marmot to Mammoth; CJ from Mammoth to Marmot with children at the end of the month: Sera will be the small infant room teacher in October

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.
 - Due September 15th
- Emergency contact cards need to be updated

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 will happen this winter

● Board Committees

ADVOCACY: Michael

- Identify public policy priorities that strengthen the mission and the larger cause of quality child care in Anchorage.
 - looking for members
 - Nora reached out to legislative reps; Looking for info on Prop 14; attended childcare

- task force meetings
- Possible progress on HB29 – might help middle-income families
- Looking for someone to possibly attend the meetings or watch recordings and summarize
- AAYEC summit Oct 3
- Sept 21 in evening – in home @ home presentation re: difficulty of having licensed childcare outside of road system; free food and childcare; flyers will be posted
- Create parent email and page so we have a landing site with templates, newsletters, advocacy, etc.
 - Jessica and Liz to meet re: email
 - Nora helping with website
 - Jessica needs Facebook access

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
 - Looking at moving forward with this to have open by next summer
- 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
- 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
- Loss for the month b/c tuition increase didn't occur
 - Expansion programs – Christina and Kate working with churches and facilities to see what we can get in place for next year
 - Subcommittee of finance committee to do annual fundraising should start around end of September
- Recommended fire alarm system (see New Business below)

FACILITIES: (need a committee to lead this) Chair: Ross; Committee members: Brooke

- 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

- Fierce Fire (Justin): \$49,000
- **Current:** Brown building back, play yard
 - Brown building back wall quote \$28,490
 - Play yard planning:
 - Need volunteers to haul sand from the preschool play yard to the toddler
 - Looking for round river rocks: piles around town, need volunteers to followup on contacting people and pickup
 - Need weed wacker volunteer for sidewalks
- **Fall clean-up date – September 16**

New Business:

- Approve working with Fierce Fire for a fire alarm system upgrade.
 - Brooke conducted follow-up questions
 - Original quote only included M-F - \$7400 to do weekends
 - Site survey done - \$2200
 - Expected start date – 4 to 6 weeks; roughly 20-day process
 - Parent volunteers needed to move furniture, patch/paint etc.
 - Still \$28k under grant – can be used for other facility projects if needed
 - Fierce fire – Liz motioned to approve; seconded
- **Upcoming Events**
 - August 16th Board
 - September 4th Holiday Closure
 - **September 13 – Board meeting (changed from September 20); motion to approve by Liz; seconded**
 - **September 16 – Fall clean up**
 - September 18 Finance Committee meeting
 - ~~September 20 Board Meeting~~
 - September 21 At Home In Home Alaska child care documentary event
 - September 22 Fall Festival
 - September 29 In-Service Closure (**change from 9/1 approved Feb. Board Meeting**)
 - October 18 Inservice closure
 - November 10 Inservice closure
 - November 23/24 Holiday closure
 - December 25 Holiday closure

Community Comments:

- **Board approved Brandi to stay on through January 31, 2023**
- **Didn't get bus; Christina using own van but will not be available on sabbatical or thereafter**
- **Need to finalize volunteer sign-up sheets for committees and volunteers**
 - **Put sign-up sheet on website, push through brightwheel**
- **Ross to meet with people at Kendall Ford at end of month**

Meeting adjourned 6:41

Close to Executive Session

Nothing to report

Advocacy Committee

The Advocacy Committee is an ad-hoc committee to advance local and statewide conversations about early childhood funding.

Annual Fund Development Committee

The Annual Fund Development Committee supports the annual giving campaign by setting goals, finding stories, scheduling social media and email outreach, and donor acknowledgment.

Finance Committee

The Finance Committee provides 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 valuable 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 entire 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 significant 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