

**Hillcrest Children's Center Board Meeting  
September 13, 2023 5:30 pm**

**Introductions**

Board members: President Jessica Simonsen, VP Kate Demarest, Members Nora Matell and Michael Ebell

Absent: Treasurer Brandi Zeman

2 board vacancies

Executive Director and interim director: Christina and Sam

Parents: Cameron Eggers, Brook Bushnell, Heather Fricauld

**Approvals**

The agenda was approved.

August 2023 board meeting minutes were approved.

**Director's report**

-Enrollment

We have a few more vacancies than expected as of the beginning of the month because some families did not realize they needed to give a full month of notice if they plan to leave in response to the tuition increase. Tours are happening and we are working on filling the vacancies. Currently enrolling in most classrooms.

-Staffing

Lynx: Sera (lead)

Baby Belugas: Mua and Tyler Jo (leads), Carmen, Makenzie, Emma

Otter: RaeAnn (lead), Yelvi, Gail

Mammoth: Yovanie (lead), Jim, Danny, CJ

Polar Bears: Yvonne (lead), Zoey, Ashleigh

Slippery Salmon: Mercedes (lead), Tyler, Hannah, Katarina, Yasmin

School Age: Tyler (lead)

Cook: Chef J

Office: Christina, Cheryl, Jennifer

Staff Coach/Early Childhood Mental Health Consultant/soon to be interim Director: Sam

Tina is on maternity leave, Mackenzie will be leaving for her maternity leave soon. We have welcomed Danny to the Mammoth room. Tyler Jo is out moose hunting and expected back soon. We are recruiting for a new full-time infant teacher.

Christina's sabbatical is scheduled for October 1-December 31. She is looking forward to the growth that will occur at Hillcrest in her absence.

-Food Program

Chef J is working on increasing reusable food service items and family-style dining, in addition to annual renewal process and updating the menu.

-Learn and Grow

We continue to work on meeting our goals to achieve level 3. Key items: thinking about how to create partnerships for in-center OT/PT/Speech

Policies and procedures need to be created and/or updated for onboarding new staff, inclusion, health and safety, screening, assessment, and curriculum

Staff coaching continues on professional and classroom goals. Leads are working on curriculum review and implementation.

Annual family survey will happen this winter.

-Other

Licensing visit was completed this month and went well. They noted how well staffed we are and that ALL interactions observed between staff and children were very positive.

Newsletters went out today with paperwork that must be returned by 9/20.

**BOARD COMMITTEES**

Advocacy, Nora and Ruby

Child care forum 9/21. Hillcrest is providing childcare paid for by a donation.

Child care task force group 9/14

Petition to congress—sign at website

Nora gathered information about Prop 14 funding. There will be no money until mid 2024 at the earliest. The assembly has not begun work on this project. We are working to stay in touch, encourage the planning process to begin and figuring out how to have a voice in the decision-making process.

Finance, Brandi

We are in discussion with two sites (school and church) for a school-age after school/summer program. We received a \$40k Thriving Community Grant to help offset startup costs. Hoping to open a program next summer.

We received Thriving Community grant for fee modification program, staff support, and after school program expansion \$150k in all (\$100k for fee mod, \$40k for startup of school age program, \$10k for staff support)

#### Annual Campaign

We need two more “Why we give” stories

Goal decreased to \$15k instead of \$25k this year due to tuition increase.

This money goes first to staff bonuses--\$50 per year of service.

Board approved adding executive staff to this historical policy so Director bonus comes from annual campaign rather than separate board donation. Board members should donate with that in mind—one annual campaign donation covering staff and Director.

#### Facilities

Brooke is working with contractor for fire alarm installation this winter.

#### **Upcoming events**

This Saturday fall cleanup.

9/22 Fall Festival

9/29 Inservice closure

We will skip PNO in November

11/10 Inservice Day

November 23/24 Holiday closure

Parent day out will be 12/2

December 25 Holiday closure

October 18 board meeting will be online only (state holiday, inservice day for teachers, no children at Hillcrest)

#### **New Business/Other**

Nora and Brooke have created a QR code that parents can scan to log their volunteer hours.

Sam will have board support and Foraker on call for decision-making and support during Christina’s sabbatical.

Adjourn to executive session 6:30

