

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)

January 17, 2024: Jessica Simonsen, Heather Fricaud, Nora Mattell, Dario Borgeson, Samuel Ohana, Christina Eubanks

Called to Order

- Introductions:

Current Board

- President: Jessica Simonsen
 - Vice President: Kate Demarest
 - Secretary:
 - Treasurer: Brandi Zeman
 - Member At Large: Nora Matell
 - Member At Large: Mike Ebell
 - Member At Large:
- Approval of Agenda - JS motion; NM second
 - Volunteer for timekeeper & notetaker
 - Approval of Minutes (can be found on our website): October, November
 - **Interim Director's Report: Sam/Christina**

PROGRAMMATIC GOALS from Strategic Plan

ENROLLMENT

- 95% retention of families for a full five years through a stable, quality community for children and families
 - Openings: We have several three-year-old openings. We are having with the website to advertise the openings. We have let thread know and will post on Facebook.

STAFFING

- Track staff retention
 - Staffing Changes:
 - Amanda is starting in January: did not start
 - Farewell: Gail will be leaving in April
 - Christina will be slowly returning this month.
 - Current Staffing: (Lead Teacher is Bold: Teachers and Assistants may change as needed)
 - Classroom:
 - Lynx: **Sera**
 - Baby Belugas: **Mua**, Katarina, Hannah, Saniai, Emma
 - Otter: **RaeAnn**, Yelvi, Tyler Joe
 - Mammoth: **Yovanie**, Jim, Danny, CJ
 - Polar Bears: **Yvonne**, Zoey, Carmen, Gail
 - Slippery Salmons: **Yvonne/Brandi**, Mercedes, Tyler, Yasmin
 - School-Age: **Tyler**
 - Cook: Chef J
 - Office: Christina/Cheryl

- Staff Coach/Early Childhood Mental Health Consultant: Sam

FOOD PROGRAM

- Reuseable dishes are back in all classrooms, and we will start phasing out cups in the staff room.

● Board Committees

ADVOCACY: Nora, Ruby

- Identify public policy priorities that strengthen the mission and the larger cause of quality child care in Anchorage.
 - The \$7.5M from the state that was allocated by the legislature has been given to CCPO and will be used as ROOTS awards for staff. The application closes on the 15th and then funding will go out directly to staff this spring.

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 it open by summer
- Annual Fund Development Committee: Congratulations! Over \$16,000 was raised for the 2023 Annual Campaign
- 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); submitted first quarter paperwork

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
 - Fierce Fire (Justin): \$49,000- a signed contract, Brooke will be taking the lead with Sam for winter installation
 - **Current:** Brown building back, play yard
 - Brown building back wall quote \$28,490; summer 2024 project

New Business:

- Need for a clear and FAIR weather closure policy: Christina will bring suggestions in March meeting
- COVID policy- do we still need it?: Christina will bring suggestions in March to match our illness policy
- Reminder board@hillcrestak.org is another option to get agenda items on the agenda
- The board needs to state who Licensing can talk to besides the Administrator.
- Spring Retreat

- Need to address the website ASAP
- NM motioned, KD second to add Heather Fricaud, Brooke Bushness, and Ruby Bayer to the Board. Heather Fricaud to Treasurer position. Heather Fricaud and Jessica Simonsen were added to the FNBA account signers.
- KD motions, JS second that Licensing talkies to the Child Care Associates that the Administrator designates.
- **Upcoming Events**
 - February 19th Closed for Holiday

Community Comments:

Close to Executive Session

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