

Hillcrest Children's Center Board Meeting Minutes
12/18/2018

Called to Order

1. Introductions: Director: Christina Eubanks-Ohana; Board Members: Monica French (President), Brian Englund (VP), Jenny Blanchard (Secretary), Kate Demarest (Member at Large); Parents: Aleesha Towns-Bain, Liz (cook and office assistant), Sara Nunez, Laura Norton-Cruz
2. Approval of Agenda Brian moved to approve, Monica seconded, all approved
 - a. Volunteer for timekeeper Monica
1. Approval of Minutes – November- Monica moved to approve, Kate seconded, all approved
2. Community Comments:
 - a. Jenny- all staff did a great job in response to the earthquake, and she heard the same from several other parents as well. Gabe made up an earthquake story about a bear that we think should be written down. A parent asked her if there were regular earthquake drills, like with fire drills, so it's more familiar for both staff and preschoolers particularly.
3. Director's Report: Christina
 - a. Enrollment: July- Dec 65 FTE; 66 FTE average for the whole year
 - b. Staffing:
 1. Miranda will be leaving in December to have her baby. Ms. Renae will be out for some time, healing from her arm break and dislocation. Ms. Ana will be on vacation the week after Thanksgiving.
 2. We wish Ms. Ana G-T the best in her future endeavors
 3. We welcome Ms. Miracle, Ms. Jenna, and Mr. Trever. Ms. Liz told us a little about Trever and his role at Hillcrest. Liz will take some photos of the new staff for the hallway to help parents
 1. Current Staffing:
 1. Little Butterfly: Marlease (filling in for Renae, Marlease moving rooms in February)
 2. Big Butterfly: Ana, Carmen, Miranda, Eneida
 3. Upstairs Toddlers: Fu'a, Jim, Hannah
 4. Downstairs Toddlers: Mua, Miracle, TBA
 5. Older Toddlers: Laura, Tyler, MaKenna
 6. Preschool: Mercedes, Anna L, Mildred, Gabe, Jenna, EB
 7. Kitchen: Liz, Trever
 8. Office: Christina, Liz, Michelle
 4. Anniversary cards: N/A
 - c. Learn and Grow: A framework that early care and learning programs in Alaska use to guide their continuous quality improvement activities. Hillcrest is currently a Level One and is beginning the process to qualify for Level Two.
 1. Submitting suspension policy to state for review according to the new CCPO regulations. (We don't suspend students, but something about it is required)
 2. Updating job descriptions, evaluations on this information.
 3. Appealing the denial of state CCPO claims because tried to submit on 11/30 when State Offices were closed for the earthquake, paperwork didn't get acknowledged/receipted in November as required.
 - d. Program

1. Working on training new staff
 2. Outdoor gear: Need to make sure kids have gear to be outside for an hour at a time, which is our goal (one hour AM, one hour PM). Staff will be reviewing, possibly asking parents to beef up the gear they send. We can also always use outdoor gear in a variety of adult sizes for staff.
- e. Communication
1. LifeCubby: goal of consistent, reliable information
 2. Newsletter: Goal of consistent, center wide information such as volunteer opportunities, closures and such. As well as a hard copy every quarter.
 1. December newsletter went out today
 3. Facebook: Goal of consistent, reliable resource for monthly/yearly events such as Board meetings, PNO, closures.
 1. Thank you Jenny B for carrying this for the time being.
 4. Remind: there are a lot of parents not signed up for texts through Remind, as we learned after the Earthquake. Laura Norton-Cruz made a sign to put up at the front door to get more parents signed up.
 5. The website now has a donate button and a list of current rates.
4. Strategic Plan Update/Committees – see attached suggested description and expectations
- a. Strategic Plan Update – Monica
 1. Schedule a face to face to review the plan and discuss – March
 - b. Finance: Greg, Christina
 1. Profit and Loss Budget to Actual to date, and Balance Sheet Christina
 - c. Facilities: Brian, Christina
 1. Flooring in preschool needs to be addressed with boiler renovations, as well as adding handwashing sinks
 2. The access to the crawlspace under preschool is not up to code.
 3. Looking at redesigning the play-yard this summer for a clean-up day. We will ask for volunteers for a group to plan the play yard design.
 4. Post-earthquake review: The contractor did a walk-through with Christina (after she had done her own), and didn't see any damage
 - d. Personnel & Administration: Monica, Kate
 1. Evaluation given in December
 2. Bylaw update still outstanding
 - e. PTO: Jenny, Christina
 1. Barnes and Noble Fundraiser 11/4: Received cash instead of store credit, \$785 into the annual fund!
 2. Paint Nite – social/small fundraiser - Looking to schedule 2/15, 6:30
 3. Spring Festival May 10, Fall Festival September 21 Need to get a planning group together for the spring festival soon
 - f. Annual Campaign: Christina, Brian, Monica, Aleesha
 1. Review Development Plan
 2. \$31,151 in contributions, \$4,900 in fundraising, plus including some very large grandparent contributions and alum donations! Thank you to all the parents that did letters for email and Facebook.
 3. Will send out a thank you letter in early January (~1/6), Christina has been doing immediate thank yous, Aleesha will have notecards for the Board to sign at the January meeting.

- g. Upcoming Events
 1. 1/1 New Year's Day closure
 2. 1/21 MLK Day Closure
5. Move for Adjournment to Executive Session
 - a. Sara Nunez expressed interest in being on the Board. She is a member in good standing who has attended several board meetings this year. Monica nominated Sara for an at-large position on the Board, Brian seconded it, all approved. Woohoo!
1. Adjourned 6:35 pm

Action Items:

- Christina will follow up on a bid for the electrical upgrades
- Monica will work on organizing the Paint Night event
- Jenny will follow up on booking next year's book fair date
- Christina will send out a request for lawyer parents to help review the draft bylaws
- Aleesha will bring thank you notes for the Annual Campaign to the January Board meeting
- Aleesha will send Christina the Facebook fundraiser tutorial