

Hillcrest Children's Center Board Meeting Minutes
1/9/2019

Called to Order

1. Introductions: Director: Christina Eubanks-Ohana; Board Members: Brian Englund (VP), Jenny Blanchard (Secretary), Kate Demarest (Member at Large), Sara Nunez (Member at Large); Parents: Aleesha Towns-Bain, Laura Norton-Cruz
2. Approval of Agenda Brian moved to approve, Jenny seconded, all approved
 - a. Volunteer for timekeeper Jenny
1. Approval of Minutes – December- Brian moved to approve, Sara seconded, all approved
2. Community Comments:
 - a. We discussed getting more winter and rain gear for staff to check out. Kate found some from Land's End on sale, and Brian can use his discount to get them embroidered with "Hillcrest" for free.
3. Director's Report: Christina
 - a. Enrollment: July- Dec 65 FTE; budgeted for 64
 - b. July-June 66 FTE, budgeted for 64
 - c. Fee modification: budgeted for 3, will have an average of 4 this year due to staff children
 - d. We have filled all fall 2019 spaces, and have a waitlist, with more current families! (i.e. we are overbooked just with currently enrolled families) Plus a classroom worth of parents wanting to sign guaranteed starts for fall. We have had very low turnover/high retention lately, and several families expecting new babies, so we are quite full.
 - e. Staffing:
 1. Miranda will be returning from maternity leave mid-Feb. Ms. Renae will hopefully be returning around the first of Feb, while Marlease is moving at that same time. Ms. Nina will be returning this spring as well.
 2. We welcome Ms. Eneida, Ms. Elena, and Ms. Sia. Sia is back for good! Parents are very excited about Sia's return! Liz is working on photos of new staff to help parents get to know them.
 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, Elena
 5. Older Toddlers: MaKenna, Tyler, Laura
 6. Preschool: Jenna, Mercedes, Anna L, Mildred, Gabe, Sia
 7. Kitchen: Liz, Trever
 8. Office: Christina, Liz, Michelle
 3. Anniversary cards: Jim 37 yrs, Mua 10 years, Tyler 4 yrs. Christina discussed the possibility of having a small cash award or other acknowledgement on people's anniversaries. The Board agreed that was a good idea.
 - f. 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. Updating job descriptions, evaluations, and training schedule.
 - g. Program

1. Staff have been working on updating the classroom procedures and training new staff on them.
- h. Communication
 1. LifeCubby: goal of consistent, reliable information
 1. Working on training new staff
 2. Newsletter: Goal of consistent, center wide information such as volunteer opportunities, closures and such. As well as a hard copy every quarter.
 1. Need to get out January newsletter and start creating the "State of Hillcrest" newsletter
 2. Need to start quarterly "Hillcrest Happenings" for alumni and donors
 3. Facebook: Goal of consistent, reliable resource for monthly/yearly events such as Board meetings, PNO, closures.
 1. Jenny B posted Board meetings, PNOs, and closures for 2019 on Facebook
4. Strategic Plan Update/Committees – see attached suggested description and expectations
 - a. Strategic Plan Update – Christina
 1. Schedule a face to face to review the plan and discuss – Saturday 2/23 8-2pm. Childcare at Hillcrest, meeting location TBD. Monica and Greg will see if Bristol Bay Native Corp building is available. Laura may be able to use her office as well.
 - b. Finance: Greg, Christina
 1. Profit and Loss Budget to Actual to date, and Balance Sheet Christina. Doing very well compared to budget projections. Should be back to \$100,000 in the savings account soon.
 - c. Facilities: Brian, Christina
 1. Flooring in preschool needs to be addressed with boiler renovations, as well as adding handwashing sinks
 2. 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.
 - d. Personnel & Administration: Monica, Kate
 1. Evaluation given in December
 2. Bylaw update still outstanding
 - e. PTO: Jenny, Christina (rename Family Event Committee)
 1. Barnes and Noble Fundraiser 11/4: Received cash instead of store credit, \$785 into the annual fund!
 2. Paint Nite – social/small fundraiser - 2/15, 6:30 15 parents already signed up!
 - f. Annual Campaign: Christina, Brian, Monica, Aleesha
 1. Review Development Plan
 2. \$36,650 in donations
 3. Christina has a chart of donors, and we reviewed the different donor levels and the rewards/response for different levels. Aleesha had some helpful suggestions for the levels and responses.
 4. We need an Annual Campaign thank you/wrap up letter ASAP.
 5. We discussed in giving requests that the money will be used for flooring and other maintenance needs. We need to make sure we take pictures, send out info as projects get completed.
 6. Jenny suggested another Board review of maintenance needs and priorities, as we did a couple years ago.

- g. Upcoming Events
1. 1/1 New Year's Day closure
 2. 1/12 PNO
 3. 1/21 MLK Day Closure/in-service
 4. Paint Night 2/15
5. Move for Adjournment to Executive Session N/A
1. Adjourned 6:35 pm

Action Items:

- Monica and Greg will let the Board know if BBNC is available for the Strategic Planning meeting
- Christina will send out an email asking for parents interested in helping with the playground design and construction
- Christina will book the petting zoo for the Spring Festival
- Board should review the Development Plan
- Christina, Aleesha, Monica: Annual Campaign Wrap up letter ASAP

Carryover:

- Christina will follow up on a bid for the electrical upgrades
- 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 next Board meeting