

Hillcrest Children's Center Board Meeting Minutes  
3/13/2019

Called to Order

1. Introductions: Director: Christina Eubanks-Ohana; Board Members: Monica French (President), Brian Englund (VP), Greg French (Treasurer), Jenny Blanchard (Secretary), Sara Nogg-Nunez (Member at Large), Kate Demarest (Member at Large); Parents: Eric Milliken (Sawyer M's dad), Jessica (Freya's mom); Liz Rupert (cook and Assistant Director),
2. Approval of Agenda Monica moved to approve, Brian seconded, all approved
  - a. Volunteer for timekeeper Monica
1. Approval of Minutes – January January: Monica moved to approve, Greg seconded, all approved. February minutes tabled so Christina can review.
2. Community Comments:
  - a. Eric: There is a grant available from the State Department of Labor to support staff training and development. The RFP comes out in January, and is due on 3/1 each year, so we need to put it on the calendar to apply for next year.
  - b. Christina: a fun long-term notice: December 2019 Parents Day Out will get to see Frozen 2!
  - c. Anchorage Parks Foundation grant for upgrades to the Train Park – we need someone to nominate it and “champion” it. Christina will talk to Shina and Guy, who are Hillcrest parents who live in Government Hill.
3. Director's Report: Christina
  - a. Enrollment: July- Dec 65 FTE; 65 FTE average for the whole year We are full until 2020, and we have a good waiting list to pull from if we are impacted by a poor economy the next couple years.
  - b. Staffing:
    1. Nina will be taking medical leave for the next few months. We welcome Agnus to the Older Toddlers and Danny to the kitchen. Gabe will be leaving at the end of the semester (May) to travel this summer.
    2. We wish Jenna the best in her future endeavors
    3. Christina is working on infant staffing – current infants are here for long days and we need to make sure we have good staff coverage
    4. We welcome : Lead teachers in bold
      1. Current Staffing:
        1. Little Butterfly: **Rena**
        2. Big Butterfly: **Ana**, Carmen, Mary, Darlene, Nina
        3. Upstairs Toddlers: **Fu'a**, Jim, Hannah
        4. Downstairs Toddlers: **Mua**, Miracle, Elena
        5. Older Toddlers: **MaKenna**, Tyler, Marie, Agnus
        6. Preschool: **Sia**, Anna L, Mercedes, Mildred, Gabe
        7. Office: Christina, Liz, Michelle
        8. Kitchen Assistant: Danny
    5. Anniversary Cards:
      1. Sia 4 yrs, Tyler 3 yrs
    6. Facebook: Goal of consistent, reliable resource for monthly/yearly events such as Board meetings, PNO, closures.
  - c. **Programmatic:** “Ready to learn in K”

1. 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, with a long term goal of Level Three.
  1. Administration and Leadership
    1. GOAL: Update Policies and Procedures
      1. Parent Handbook
      2. Classroom Procedures: Matrix
      3. Clarifying the exclusion/suspension policy for new CCPO regulations [we don't suspend, we have certain conditions under which we would separate/exclude]
    2. GOAL: Creating an Annual Work Plan
  2. Relationships and Learning Environments: "Ready to Learn in K"
    1. GOAL: Use Environmental Rating Scale to increase classroom quality
      1. Get updated baseline score and create a plan of improvement
      2. Redesign play yard for nature based classroom
    2. GOAL: Improve adult-child interactions through intentionality
      1. Developing formal teacher observation schedule to influence professional development plan
  3. Staff Qualifications and Professional Development
    1. GOAL: Each staff has a Professional Development Plan aligned with AK Core Knowledge and Competencies
      1. All staff current in SEED registry
      2. Revamping training schedule

**d. BOARD**

1. **Finance:** Greg
  1. GOAL: Diversify revenue with \$100,000 a year not from tuition by 2022
    1. Annual Fund Development Plan Committee: Chair Aleesha Towns-Bain
      1. Update plan for 2019 Campaign
      2. Start looking for 5-8 stories for 2019 campaign. Christina asked all Board members and parents present to think about submitting a story
      3. Quarterly update newsletter
      4. Pick. Click Give apply for 2020? (\$250 application fee plus 7% admin fee) The Board discussed the possible advantages and disadvantages – the primary concern was that overall Annual Campaign contributions would go down because people donated a smaller amount through PCG. The Board agreed to follow Aleesha's advice about whether to try it.
  2. GOAL: Fund facility upkeep and build operating fund reserves of one month by 2022
    1. Profit and Loss Greg reviewed and summarized
2. **Facilities:** Brian, Monica
  1. GOAL: Complete all deferred maintenance by 2022

1. Update Building Repair lists with 2019 focus of:
  1. Boiler/floors/cubbies **Boiler:** We got quotes for phased upgrades, but we need a more detailed breakdown from Moore before we vote. It will be approximately \$50,000 for the boiler, \$50,000 for the replacement of the heat registers (divided into three phases: upstairs, downstairs, and preschool). **Flooring:** we are reviewing options with Ms. Ana's husband. The Board currently prefers the more expensive vinyl, which is commercial grade, has less off-gassing, and comes with a 15 year warranty. The Board preferred the "Aged Castle" vinyl, and "cosmic dust" carpet for the entry ways.
  2. Play yard
  3. Fire alarm
  4. Lights
  5. Windows
2. Funding
  1. CITC for flooring **Christina may also be able to get most or all of the flooring paid for through a grant from CITC.**
  2. Rasmussen for help with boiler
3. **Personnel & Administrative:** Monica, Kate
  1. GOAL: Continue Administrator review
4. **Events:** Jenny
  1. GOAL: Five events that build parent knowledge of child development and/or build parent networks
    1. Spring Picnic: May 10th **Petting zoo is confirmed, Jenny will create a Facebook event for parents.**
    2. Fall Festival Sept 21<sup>st</sup>
    3. Three Parent Dinners: K readiness; Attachment; NVC
  2. GOAL: Events that support financial goals
    1. Create a Kindergarten Graduation to support Annual Development **Sara is working with Liz and Gabe to plan**
    2. Barnes and Noble: Fall **Bookfair No update, waiting on B&N contact to book this fall's date**
  3. GOAL: Increase Family Involvement
    1. Communication:
      1. Newsletter: Goal of consistent, center wide information such as volunteer opportunities, closures and such. As well as a hard copy every quarter.
        1. Connecting with Lisa to see if we can get this going, as well as the quarterly fundraiser one
      2. Facebook: Goal of consistent, reliable resource for monthly/yearly events such as Board meetings, PNO, closures. **Jenny will post Spring Festival on Facebook**
    3. Website

4. New Business

- a. Voting on Laura Norton-Cruz Laura has expressed interest in joining the Board, and has attended the required three meetings. Monica nominated Laura to a Board At-Large position, Kate seconded the nomination, all approved.
  - b. Building discussion
  - c. Pick, Click, Give 2020 The Board debated whether or not this would detract from our Annual Campaign, and decided to go with Aleesha Towns-Bain's recommendation on whether to pursue it.
  - d. Easement We need to move forward on terminating the easement with the next door neighbors. Christina gave the file to Jenny. She and Callie Webber (former Board President) will work on it.
  - e. Graduation See above
5. Upcoming Events
    1. 3/25 Seward's Day closure
    2. 4/10 Board Meeting
    3. 4/13 April PNO
  6. Move for Adjournment to Executive Session N/A
  7. Adjourned 6:50 pm

#### Action Items:

-Christina will talk with Shina or find another Government Hill parent interested in "championing" improvements to the Train Park.

-Christina will follow up with Sid on the electrical quote

-Christina will follow up with detailed quotes on the flooring and boiler

-The Board will review the quotes and meet on 3/27 at 5:30 for a short meeting to vote on funding the flooring, boiler, and paint colors.

-Christina will follow up on flooring funding from CITC

-Jenny will work with Callie Webber regarding the neighbor's easement

- Jenny will create a Facebook event for the Spring Festival

- Sara, Liz, and Gabe will plan the graduation ceremony

#### Carry over Items:

-Jenny will follow up on booking next year's book fair date

-Christina/Aleesha: hand-written thank you notes for Annual Campaign donors

-Christina will send out a request for lawyer parents to help review the draft bylaws