

Hillcrest Children's Center Board Meeting

July 23, 2020 5:30

Called to Order

Introductions

Approval of Agenda

Approval of Minutes – move to next month

Director's Report: Christina

- COVID-19 Mitigation Plan- updates
 - Updated Plan
 - I have made significant changes to the procedure manual to reflect state requirements, current understandings, and our ability to follow-through.
 - **Specific simple changes:**
 - pg. 1 Intro addresses families and staff, using the term "risk-tolerance" level
 - pg. 4 Staff and Families must immediately notify Hillcrest of exposure and diagnosis; my responsibility of communication to families
 - pg. 10 clear language for staff about expectations
 - pg. 22 combined the multiple sections discussing food preparation
 - pg. 30 new "What to do when" which gives suggestions for handling exposure and diagnosis
 - **Follow-up for Board/families to discuss and determine what our collective risk tolerance level is**
 - Staffing: we are struggling to obtain and maintain staffing to limit interactions between groupings. This may change in August if the federal unemployment benefit bonus ends at the end of July.
 - pg. 25 Combined staff and child screening sections. Please look over the screening questions and what are screening out criteria- there is not a concrete list.
 - pg. 26 Travel follows the state flow chart
 - pg. 28 Exposure Response Plan: rewrote to be very clear about the scenario, action, and communication. I wrote it to reflect a 14-day quarantine, not a negative test result, for all close exposure (direct contact, closer than 6ft for over 15 minutes, with someone with a positive COVID test). I included language from the state that they use for critical infrastructure (fishing, oil, construction, big money projects) that goes with the CDC standard of the 14-day quarantine
 - **Classroom Groupings**
 - The purpose of creating the downstairs infant room was to limit exposure among different groups by having most siblings together. We have found that staffing has continued to move across the groupings. In addition, as we are hearing back from more families about their ability to return this summer/fall we need to move classrooms back to more traditional age groupings.
 - Given the spaces we have unfilled through the Infant-Preschool program and the need our families with children enrolled in ASD to have care during the workday, we are creating a plan to offer an "ASD@Hillcrest" program this year.
 - Enrollment:
 - July 48 full-time equivalent (FTE); August 52 FTE; September 52 FTE + school-age
 - Staffing:
 - Welcome
 - Ms. Skylar, Cook to start in July

- Retirement
 - Ms. Renae is looking to retire this summer. In August she will have been with Hillcrest for 24 years

BOARD

- Finance:
 - We will be ending this fiscal year with a positive balance but will not know how much until we see how the PPP forgiveness goes. The PPP guidelines have repeatedly changed so I am frustrated that we did not request the full amount that was available to us (per banks directions) now that they have expanded allowable expenses and the time-frame to claim them. I am spending the funds to best ensure full-forgiveness so we can use savings to cover the next fiscal year's deficit.
 - Currently, the budget is showing a 20% reduction in projected tuition income for the next fiscal year. We are waiting to hear about the Municipality CARES funding application process for child care to see if that will help address some of the budget shortfalls. We are implementing an ASD@Hillcrest school-age program to increase enrollment
 - Muni Cares Funding
 - No information has been shared publicly since the June Assembly meeting. A request for the specific language of the measure adopted by the Assembly was not responded to from the Clerk's office or two assembly members. Child Care Licensing was able to get it for us and that was when I learned the application was sent to United Way to administer a couple of weeks ago. The assembly had said if there was not enough funds, to come back and ask for more, but they are not releasing the funds or process....so not sure there will be time to come back for more and have them released before the December deadline.
 - AK "Capacity Building" fund
 - The state provided \$55,200 of the \$281,000 that they had said they would, with a notice that they would not be providing any more. While \$55,000 is a nice amount, it doesn't cover the budget shortfall nor the ventilation upgrades that we had hoped to afford before fall to mitigate COVID spread.
- Facilities:
 - GOAL: Complete all deferred maintenance by 2022
 - Preschool Construction Update
 - Cubbies being built
 - Roof
 - Roof replaced in July with last of capital funds
 - Building
 - Handrails are up, doors will be done as we get to them
 - One of the upstairs toilets has leaked a little more extensive repair
 - Play Yard Upgrade
 - The goal is to improve the quality of the outdoor classroom experience, improving functionality and maintenance, as we move to as much time as possible outside
 - Creating connecting circular trike paths through all play yards (increase movement, defines different spaces, minimizes wear on grass)- **funded with a quality grant from thread**
 - Improving the fall surface of the PS climbing equipment (pea gravel vs wood chips)- **not doing that due to cost- need to move the pea gravel around**
 - Expanding the soil that surrounds the Toddler climber- **done**
 - Moving both PS and Toddler sandboxes to improve yard function-

need to order sand, and move other sand- **done**

○ Installing grass (**SOD donation**)- **done**

■ Other possible projects

- Spruce Bark Beetle Spray and dead tree removal- **done**
- Building Painting- **not going to do the whole thing but need to address South-east brown side**
- Shed upgrade- move dirt foundation this weekend, then Superman will come to move the shed's
- Playhouse construction (similar to Frontier Park, next to Park Strip)- **future dreams**
- Need to address Cherry trees that were planted in the toddler play yard- we are getting wrapping for it and discussing replanting elsewhere
- Need to install a fence gate in the Preschool yard to include the addition

● **New Business:**

- Community Comments:

Finance Committee

The Finance Committee functions to provide financial oversight for the organization to include 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 useful 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 full 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 facility when needed and reports back to the Board.
- Planning for new construction, major renovations, or major improvements of school 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

Development Campaign