

**Hillcrest Children's Center Board Meeting  
November 16, 2020 5:30**

**Introductions- Christina Eubanks-Ohana, Kimberly Santagata, Cyndie, Laurie Wolf, Heathstens, Adolf Zeman, Moncia French, Zoe Olson, Heather Stenson, Michael Eball, Kate Rose, Alison Cullin, Aesha Pallesen, Brian Englund, Sara Nunez, Monica Englund, Anne Marit, Kate D., Christie Westmann**

**Approval of Agenda- Brian Seconded the agenda**

**Approval of Minutes:** October- Sara and Monica French seconded

**Director's Report: Christina**

- **COVID:**

- As discussed in the October meeting, research has shown that child care centers will mirror the rate of community infection. Anchorage has high rates of community spread and we have seen high rates of COVID among the staff. Hillcrest tests staff twice weekly, which has allowed us to detect COVID among the staff. Nine staff have contracted COVID through the community, while nine have not. Of those nine who have avoided COVID, three are not working at Hillcrest currently due to high risk home situations. With the number of recovered staff we are able to limit interactions between classes.
- We have been informed of five families whose members have tested positive for COVID. Two were previously shared, while the three other families had contracted COVID outside of Hillcrest.

Once we have an idea what families are doing we can long term plans.

- **Enrollment:**

- ASD did not begin in-person school yet.
- We offered a 50% tuition reduction for families for November to have less children in attendance due to high rates of community spread, an up to 40% asymptomatic rate..
- Those families who want to take advantage of the 50% tuition for December while not attending need to let the office know by the end of the month. The 50% guarantees your continued enrollment at Hillcrest.
- For those families who are wanting to disenroll from Hillcrest due to the concerning rates of COVID in Anchorage we need this information by the 30th to budget accordingly.
- By the end of November we will have a staff in each classroom who can continue to provide care for children who have recovered from COVID to limit closures. Depending on what families choose to do for December will determine our classroom and staffing plans moving forth.

If families are planing to disenrolling need to let Christina know by 11/30/2020, so we can plan staffing accordingly. Half of the students plan on staying out of Hillcrest the rest of the month. We can also start calling families that are on the waitlist.

- **Staffing:**

- Butterflies
  - Ms. Paris (Lead)
    - Marie
    - Irina
- Downstairs (Younger) Toddlers
  - Ms. Mua (Lead)

- Jane
  - Sia
- Older Toddlers
  - Mr. Tyler (Lead)
    - Yvonne
    - Jim
- Preschool
  - Open (Lead)
    - Mercedes
    - Morgan
- School-Age
  - Ms. Lorrene
  - Lex and Gabe (both part-time)
- Administrative
  - Christina, Director
  - Kimberly, Assistant Director
  - Dhane, Wellness Specialist
- Changes
  - Ms. Robbi has decided to leave Hillcrest at this time.
  - We welcome Ms. Irina to the Big Butterfly classroom.

## BOARD

- **Finance:**
  - PPP
    - FNBA is not accepting PPP forgiveness applications because they believe all loans under \$150,000 will be automatically forgiven.
  - Muni Cares Funding
    - We used the muni funding to offer the 50% tuition reductions. This is the money that is “saving our bacon”.
  - Coronavirus Nonprofit Relief Fund
    - Hillcrest received a \$103,000 grant to cover the Air Handling system and part of Mr. Dhane’s salary for 2020. The Air Handling System is scheduled to be installed starting the end of November.
- **Facilities:**
  - GOAL: Complete all deferred maintenance by 2022
    - Building
      - Upstairs bathroom requires new flooring
      - Lighting-
      - Siding where Preschool sandbox was; going to create a large chalkboard with drip flashing and furring strips.
      - Connex for storage installed in spring/summer
    - Play Yard Upgrade
      - **Hügelkultur** beds around the fruit trees: adding leaves and other compostables and then spreading dirt on top. This will then decompose more over the winter (and years) to create raised beds around the trees.
      - We need to replant the cherry tree this spring (after the last frost, before buds) from the Toddler yard to outside the play yards.
    - Other possible projects
      - Playhouse construction (similar to Frontier Park, next to Park Strip)-  
**future dreams**
      - Better fence gate to the reclaimed part of the Preschool yard

- Completing 12 building tasks given by the Fire Dept with our new inspector
- **New Business:**
  - **Masks for children 3plus-** It is recommended for children 3 and older. Children would need 2 masks each day. Would we do this by classrooms or by age. This is the process of teaching children the idea of using them. The mask hold the moisture and germs from your breath- but the children would touch and spread the germs. Monica F. and Sara are angry at the world. Some kids will be able to do it, some kids won't and some will be in the middle. Is there any data from 3-5 years olds and masks. Some friends in NCY with 2-3 and they do their best to get this age to wear their masks all day- and sends photos. Setting the expectations of normality of wearing masks for tasks. For young children (older toddlers) it might be a goal that is worked on. Kate thinks that unmask toddler is a risk. We have been basically wearing masks for 80% of the time and in a short time it was pretty normal. Some mask wearing is better than no mask wearing.
  - **Barnes and Noble Book Fair 11/20-11/26-** Christina has not yet gotten the code. It will be online- you can go inside, but with no events. Christina expects the code soon and will share.
  - **Holiday Photo's-** the VW bug guy- we don't know the cost or minimum number needed- but to have him set up in the parking lot-
  - **Staff Appreciation fund-** we will send out a reminder of this.
  - **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**