

## Hillcrest Children's Center Board Meeting January 19, 2022

### Called to Order

- Introductions
  - Attendees: Ross G, Christina, Monica F, Kate D, Brandi, Bri Kelly, Brian, Emma I, Michael T, Debbie M, Heather K, Michael Teo, Serena J, Jessica S.
- Approval of Agenda
  - Volunteer for timekeeper: **Monica**
- Approval of Minutes (can be found on our website) – November : **Monica and Ross**
- Director's Report: Christina
  - **Enrollment:**
    - Openings: none
    - Future openings:
      - May 2022 start date for a child with a birthdate of March 2021 and later
      - September 2022 start dates: Christina is considering reopening the Little Butterfly room in December 2022 to accommodate siblings with that as the desired start date. While this would bring in more money it would decrease staff morale with the loss of the break room
  - **Staffing:**
    - Staffing Changes: We welcome Ms. Tina to Preschool
    - Current Staffing: (Lead Teacher is Bold: Teachers and Assistants may change as needed)
      - Big Butterfly: **Brandi**, Jane, RaeAnn
      - BlueJays Upstairs Toddlers: **Marie**, Morgan, Sera
      - Downstair Young Toddlers: **Mua**, Mary, Ruth
      - Older Toddlers: **Yvonne**, Jim, Dorothy,
      - Preschool: **Mercedes, Talo**, Tyler, Lorrene, Tina
      - School-Age: **Gabe**,
      - Office/Cook: Christina, Skylar
      - Early Childhood Mental Health Consultant: Sam
    - Anniversary: Mr. Jim's 40th Anniversary in January; **Alice Cooper cameo is back on!**
  - **Classroom Updates:**
    - Inservice focused on SEL Curriculum training so all staff are trained on Baby Doll Circle Time and Feeling Buddies, as well as updating their Classroom Action Plans. **Inservice date is changing- will be on a Saturday and will not impact parents/students**

### Board Committees

- **Finance:**
  - Profit and Loss: See attached
  - Annual Campaign: Met our \$15,000 goal- Thank you to all who participated
  - COVID Funding
    - State Funds: Sustainability checks of up to \$10,000 will be going out soon for round 1: Round 2 funding was announced and applications open on the 26th; Phase 3 will be released in summer and Phase 4 in fall 2022.
- **Facilities:** Brian, Monica
  - GOAL: Complete all deferred maintenance by 2022
    - **Items Left:** Fire Alarm System, Brown Building Paint/Siding
    - Scheduling Preschool play yard workgroup to begin meeting

### New Business:

- Board positions:
  - **Debbie stepping down from Secretary position to Member at Largedue to moving out of state.**
  - **Kate D. voted in as temporary Secretary**
    - **Nominated by: Monica**
    - **Second: Debbie**

- Emma expressed high interest in joining the board as Board Member at Large.
  - Nominated by: Monica
  - Second by: Brian
- Resolution No. 2022-01 to purchase a vehicle
  - Read by Monica
  - Motion to Nominate: Debbie
  - Approved by: Christina, Kate, Ross, Debbie, Brian, Monica

**Community Comments:**

- Thank you Ross for donation for winter gear!
- Thank you Brandi for helping with the van! Once order is placed the van may be here in 5 to 6 mos.

**5:52PM Close to Executive Session**

## 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 plans.
- 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 update by-laws

## Development Campaign