

Victory Village Day Care Center – Board of Directors Meeting

August 16, 2012; Start Time: 6:05 pm and End Time: 8:07 pm

Present: Ashley Nicklis, Katie McMahon, Mattias Jonsson, Jenn Stegall-Zanation, Jeanne Wakefield, Joanna Cleveland, Brian Johnston, Corey Piontak, Rachael Bloom, Hadley Kifner

Absent: Demet Guntas, Dorrie Lassiter, Dan Lehman, Susan Brown

Welcome

Recognition of and Time for Guests (Teacher Time and Parent Time)

Parents: Jeanne will remind the teachers about the no cell phones within the classroom expectation during the next teacher work day

Teachers: no comments or speakers for Teacher Time

Chair's Report: Katie

- Board member elections – Jenn has decided against another reappointment, so a hospital board member will be recruited. Dan Lehman will be notified about the opening. Jeanne and Joanna have some potential candidates and Jenn mentioned Leah Hatfield who is a new parent within the Sparrow Room.
- Officer elections – Secretary position is now open, Vice-Chair position is open (reminder that this position is a two year commitment since the Vice-Chair will become the Chair the second year), Treasurer position – Joanna is okay with staying or leaving her current position if another person is interested in taking on this position
- Committee chair elections – Building and Grounds – Mattias will continue as chair, Fundraising – Rachael will continue as chair, and Personnel – Dorrie was absent but has expressed a willingness to stay on as chair

Treasurer's report: Joanna

- June's income exceeded budget by \$2944.43 due to over-enrollment and enrollment fees.
- Auditors were okay with raising the threshold requiring Katie and Joanna to countersign checks to \$500.00 and that change will take effect immediately
- Two T.E.A.C.H insurance reimbursement payments in August due to a delay in passing the State budget
- August is a transition month due to Kindergarten and 75 students will be transitioning into new rooms; seamless enrollment process has ensured profit gains

Director's Report: Jeanne

- See Director's Report handout
- Harris Teeter Together in Education – 45 participants linked and last year had 54 participants, so our goal is to maintain that participation or exceed; our link code is 3293 and Hadley asked if outside area participants were able to link to VVDCC like her parents in another part of North Carolina. Definitely something to investigate.
- Graduation will take place on Friday, August 17th and the Penguin classroom had a practice lunch in the Recreation Room; put lunch portions into their lunch boxes

- Teacher Scholarship Donation – family that left the center will donate \$400.00 a year for the next three years to assist teachers with costs associated with education; Jeanne hopes to buy at least three teachers books with the money

Furnishing the Expansion Classrooms – Jeanne

Jeanne is hoping to have the certificate of occupancy in January, but need to order the furniture 6-8 weeks in advance, store it and have the ability to assemble it before the opening during a teacher workday or weekend

- Plan is to order the furniture in October after the ground breaking; teachers are picking out new furniture from catalogs (tables, chairs, cubbies, mats, bookshelves) and toys will transition since they are age appropriate
- Discussed renting a POD to be placed on the other side of the building in the grass – rent around mid-November and we all agreed that would be a good idea
 - Town Hall meeting soon to discuss traffic, construction and will mention the POD
- Toys will be needed for the new 2-3 year old classrooms and that is included in the \$10,000.00 total
- Reserve funds are not typically used for this type of expenditure but it will be paid back once the classrooms are enrolled (\$9600.00 expected from enrollment fees)
- Ashley didn't think the University/Hospital would mind using the Reserve Funds for this reason and she will bring this forward for support
- Motion to use the reserve fund for this expenditure rather than trying to get a line of credit by Hadley, second by Joanna and all approved
- Kate who is one of the Penguin teachers is working on the playground ideas; natural aspects will be the theme

Photo Taking Policies – Jeanne and Mattias

- Discussed the different sections of the new policy and inclusion of the hired photographer who has his own consent for using photographs on his ordering form
- Jeanne has assessed which classrooms need cameras
- Change in policy and therefore will need to update the Staff and Parent handbooks to reflect
- Discussed staff and parent consequences of violating the policy and Jeanne said we can't control and therefore can't promise any specific consequences
- Joanna suggested a purpose section and a definition of photo
- Joanna motioned to approve the policy with modifications; Hadley seconded and all approved

Smug Mug Presentation – Mattias

- Smug Mug is a password protected site for \$40.00 per year with unlimited photo uploads
- Teacher take the pictures and upload to their password protected gallery and then parents access via their password protected gallery; Jeanne would have access to everything
- This program will keep the cost of SIM cards down due to the ability to download to the photos.victoryvillage.org site and then delete from the SIM card
- Source of fundraising – proceeds from Smug Mug sells goes to center if we decide to pursue
- Hadley wondered if it would detract from other activities and Jeanne said picture taking and downloading are part of the normal classroom activities and would replace antidotal notes
- Quarterly galleries would allow parents and teachers to get a new password every 60-90 days
- Teachers will not have time to tag photos but having in quarterly galleries will diminish the search time for pictures

Classroom Introduction Proposal – Joanna and Hadley

- Discussed ideas to help parents and children transition into their new classrooms each September – social event for parents and children that is similar to an open house event and we could combine the specials fair to the event
- Jeanne said that the teachers could work on an introduction sheet for each classroom during the next teacher workday on August 31st to have ready for the first full day in the new classroom – would like for it include daily activities, goals, potty training expectations in 2-3 year old room, show and tell, guest readers, etc.
- Thursday and Friday PM would be better days for the open house and Jeanne suggested an early closing next year to ensure teachers are able to participate and parents are responsible for taking care of their children (i.e., close at 4:30 pm and have the open house from 4:30-6:00 pm)

Buildings and Grounds: Mattias

- Waiting for shade fabric materials – on backorder
- Expansion project continues to proceed on schedule and Dan has said that the bids from contractors are all higher than expected; higher due to additional requirements that the University requested

Personnel Committee: Dorrie

- Staff reviews have been reviewed by Dorrie and salary increases will take effect on September 1
- Closed session to discuss Jeanne's raise

Fundraising Committee: Rachael

- No items to discuss