

December 19, 2013 Open Session

In attendance: Dan Lehman, Mattias Jonsson, Joanna Cleveland, Dorrie Lassiter, Susan Brown, Michelle Curl, Sarah Blackmon, Demet Guntas, Hadley Kifner, Matt Smith, Rachel Wilfert, (Jeanne Wakefield)

Call to order: 6:05

Parent and teacher time: none

Approval of November minutes: Add to “Call to Order” that the meeting was convened after closed session.

Chair report: no report

Treasurer’s report: Ongoing challenges of revising fiscal year include \$30,000 check from University to offset parking expenses arrived and TEAACH payments arrived, as well. A percentage of supplies for preschool classrooms in particular (arts and crafts, etc) have increased, in conjunction with preparation for NAEYC. These classroom curricula/units are more sophisticated and require more materials so we may need to adjust budget and set \$x per classroom per month. Jeanne is watching these numbers and will try to even out things so we are closer to budget when we are closer to the end of year. Jeanne does not want to stifle these rich, sophisticated efforts in the classrooms (Board members/parents agree) so we can find ways to make it work by increasing our revenue a little a bit or decreasing spending elsewhere.

Also, long pay periods are affecting our percentages but this is just the way the calendar and payroll have lined up a few times this year. We are over budget, total, but some of this has to do with money spent on parking and long pay periods and next month’s report should even out and look better. Of note, salaries and wages represent (without benefits) about 80% of our budget – if we over-enroll, we want to be sure that our salaries and wages are adjusted appropriately.

Director’s Report: Carol Woods proposal was declined. We have not yet heard the details about what proposal they accepted. While this news is disappointing, there is nothing we can do about it. We will continue to be open to potential ways to expand the Center. (see more on this below)

Enrollment: still over enrolled. Waitlist numbers are much more balanced with University to Hospital children a bit more comparable. With the numbers continuing to grow (even with the expansion and other facilities opening nearby), should we continue to consider further expansion? It could be we consider expanding to the other side of the building (closest to the Hedrick building). It was suggested from one board member that we plot the trend in the last three years of how the numbers have changed, per age group, of enrolled children who are hospital or university (how many who were on the waiting list were actually enrolled, from both the uni and the hosp). These numbers may give us some insight about expected growth, age-appropriate needs, etc.

Thanksgiving Feast was a huge success. The Center does not actually have enough space to accommodate much more than 300 people. It was suggested that as we plan for future years, we consider creative solutions for increased space so we can accommodate more people (renting a tent to erect on grounds, etc.) The various cultural foods was a particular hit of the feast. Great diversity.

Generous support from Center families for Thanksgiving food drive and Christmas food and gift drive.

Committee reports:

Building and Grounds Committee report: Surveillance camera system has been purchased. It will be installed soon – perhaps over the holiday break. One camera will be at the main entrance and a second camera will be placed at the kitchen entrance. The cameras will record comings and goings and can be reviewed if any incidents occur. It was discussed that we should put in writing and share with staff and families about this new system (added to Operations Policy) so that we are transparent about its purpose and how it will be used.

We have a computer reserved for housing the key fob access system. We are waiting for ADT to come and set up the system.

One board member/parent shared that the new Parent Resource Section is wonderful! There will also be a new Teacher Resource Section added soon

Fundraising Committee report: “Keep the change” program suggested as a way to raise money for staff who have voiced curiosity about why an annual Christmas bonus no longer happens. (apparently, in years past, this holidaybonus was a line item in the budget but in the last 3-4 years, it has not been included in the budget.) “Teacher appreciation fund” line could be added

to each family's monthly invoice and families could opt to contribute to this or not. Discussion was lengthy and included: non-merit based rewards were a touchy subject in the past; staff really appreciated this bonus in the past; we do give annual increases and we give holiday gifts and gift cards, along with teacher appreciation events during the year so is it necessary to consider other/more efforts or is what we already do suffice?. Other discussion included: gift from the Center versus gift from families (how would staff perceive? would they appreciate a gift more than the other?); we should explore ideas and also communicate with the staff about the change in the budget and why things changed; include teacher appreciation events, breakfasts, etc.; option to give parents the option in 2014 to "teacher appreciation fund" each month which (to be distributed at the discretion of the personnel committee); recommendation to hold on to this idea but also consider the \$1 per month to go other fundraising purposes (ie: no more mulch project, bike path); no action needs to be taken. In the end, it was decided that Jeanne would communicate with staff about their preferences for how they want to feel appreciated (holiday dinner, appreciation breakfasts, etc.). Jeanne to solicit suggestions/ideas from staff about ways they would like for appreciation to be expressed in 2014. Also for Jeanne to highlight the things that have been done to express appreciation to remind staff that they indeed are appreciated.

Personnel Committee report: closed session

Other: University medical residents have asked again about extended hours for center (per Dan). Extended hours would likely be random and sporadic and inconsistent enough that it would be hard to justify appropriate staffing. At this time, no plans to offer extended hours. Dan will communicate this back to inquirers.