

## Victory Village Day Care Center – Board of Directors Meeting

February 16, 2012; Start Time: 6:11 and End Time: 7:59

Present: Ashley Nicklis, Rachael Bloom, Katie McMahon, Mattias Jonsson, Jenn Stegall-Zanation, Jeanne Wakefield, Dorrie Lassiter, Joanna Cleveland, Dan Lehman, Susan Brown, Brian Johnston, Demet Guntas, Hadley Kifner, Corey Piontak

Absent: no absences

Parents: no comments or speakers

Teachers: no comments or speakers

Approval of January minutes

Introductions for new board members; reviewed code of ethics and job description

- Each board member signed two copies of the board member contract

Modular Classroom update

- Neighborhood meeting requested by Facilities Planning Group that included Radio Station, Friday Center, Golf Course, and School of Leadership building. Meeting held at the Friday Center to discuss concerns, construction logistics and also additional traffic through the Friday Center area. Finley Golf course was concerned that netting to catch stray balls was too low and Ashley and Dan assured them that it was high enough and would not be in line with the playground. They (Golf course staff) will contact us again after they have measured the height. We will definitely want to coordinate construction with events at the Friday Center and School of Leadership.
- Chancellor's meeting next on the agenda
- Town of Chapel last step after approvals; administrative review has been confirmed
- Financing is still an ongoing discussion and everyone understands our timeline

Treasurer's report: Jeanne

- Question about fiscal year budget - do we budget the auditor's fee throughout the whole year?, Jeanne said yes it is but the whole payment amount is \$9000.00 which will be divided into 3 payments of \$3000.00
- The question was raised again about whether it would be appropriate to request to use reserves account money for the cost of replacing the refrigerator and ice maker since it affects YTD budget
- March meeting may discuss 2012-2012 fiscal budget === Jeanne may prepare a draft, but will need to discuss how the modular will impact the budget and will we need to revise the budget after the expansion or create proposed budget scenarios based on different enrollment numbers

Personnel Committee: Dorrie

- Vacation Leave Accrual Policy – based on feedback from the staff there has been revision to the policy that was implemented in January 2012; personnel reviewed old accrual rates, new accrual rates and teacher proposed accrual rates to determine new policy

- Leave policy was to be implemented on January 1, 2012, but changed to be anniversary date during early January
- Teachers proposed keeping the rates the same, but were okay with rolling accrual of hours
- Discussed differences between initial proposal and revised proposal
- Decided to not grandfather the more senior employees
- Memo to staff that state that the personnel committee endorses the revised proposal was discussed and decided that this would be the beneficial and Dorrie will hopefully be able to attend the staff meeting on Monday, February 20 to be the board's representative
- Voted to approve new proposal – unanimously approved

Fundraising Committee: Rachael

- Mugs with candies for Valentine Day's === sold around 20 of them on Valentine's Day
- Demet wants to join the fundraising committee and brought some ideas to discuss:
  - 5K Race to Benefit "No More Mulch" Campaign === \$20 for the race with T-Shirt and \$10 for T-Shirt only
  - Classroom calendar for each class –drawings each month and group picture; discussed having the children's birthdays on the calendar; \$15
  - Yard/Sale – may be an issue because of university restrictions and would need to have parent volunteers since we would have to pay the employees

Buildings and Grounds: Mattias

- No announcements except modular unit update

Director's Report: Jeanne

- See Director's Report handout