

Victory Village Day Care Center – Board of Directors Meeting

March 15, 2012; Start Time: 6:14 and End Time: 8:01

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

Absent: Rachael Bloom, Hadley Kifner

Parents: no comments or speakers

Teachers: no comments or speakers

Approval of February minutes – edits provided

Chair's Report: Katie McMahon

- Reserve fund – Dan mentioned concerns by administrators about plans for equipment replacement and should we include these in our budget forecast. The second item is that the contract specifies what is covered from reserve funds and unclear if kitchen equipment is covered in that contract. === contract section reviewed during meeting and it does allow some flexibility
- Jeanne said that these items are part of the facility since they are necessary components of a commercial kitchen. These items are expensive since they are commercial grade and we discussed whether Jeanne should re-inventory the kitchen to include these in the equipment inventory. === do we need to make a capital equipment plan that includes the kitchen?
- Clarity from hospital and university if these kitchen items can be included in the equipment inventory and would be considered for reserve fund.
- Are we going to make a reserve payment or a reduced payment (reserve payment – expense for replacements)? === still to be determined. Dan thinks they will likely allow us to provide a reduced reserve payment rather than reimbursement.

Modular Classroom update: Dan Lehman

- Dan said that we had encountered a problem when the expansion project was presented at the Buildings and Group meeting; surprised that we were going to put a modular trailer by the day care. They have wanted to eliminate modular units on campus and had actually been working for 17 years to eliminate any existing modular units. Buildings and Ground meeting proceeded and they wanted us to spruce up the exterior of the building with brick, etc. which would greatly increase the cost by \$50,000-100,000.
- August-September deadline is not feasible with this change in plan and more likely November-December timeframe if we modify the exterior of the modular unit === the center would miss all of the potential fall enrollees (100% enrollment at time of opening) and it would take a several months to get full enrollment from the waitlist.
- Board of Trustees meeting to talk about options for sprucing up the trailer versus permanent construction; \$100,000 in construction for permanent structure is a good investment.
- University is willing to gift \$150,000 to make a permanent structure, so we will be able to provide expansion in Fall 2013. They also said that they will cover the prior feasibility fees to make up for the center's expense.
- This means that we have state construction for a permanent structure, but we still only need an administrative review by the Town of Chapel Hill.

- This will mean 4-5 months of true construction to coordinate with playgrounds and surrounding buildings. Already had the Town Hall at the Friday Center to discuss concerns regarding project and construction.
- Discussed whether it needed be a separate building or part of the existing structure. Covered walkway that leads to the new section and has to be 30 feet from existing building.
- Next step is meeting with architect.

Treasurer's report: Joanna

- Net income YTD \$8626.97 - \$6800.00 for reserve payment = real net YTD of \$1826.97
- 2012-2013 budget proposal –
 - \$15 increase per child is being proposed === later decided to increase only for ages 2-5
 - Increase to 99% enrollment is proposed due to current sustained enrollment of 101-102% and 180 children on the waitlist
 - FYI - Jeanne's comments are in parentheses on the draft budget proposal
 - New line items will affect tuition rate; Joanna discussed whether we need to provide a line item for equipment replacement
 - Dental runs January to January and health insurance February to February == could we get dental moved to February; 12-15% increase per year in healthcare should we develop a compensation plan for healthcare, dental and pension and should the Personnel Committee evaluate a compensation plan
 - Raises are going to be 1-3% this year; discussed whether we are above, even or below other 5 star centers in regards to raises === Jeanne to investigate
 - Forecast benefits – trading raises for increased healthcare costs since we know it will go up; should we establish a set contribution for health insurance of \$440.00
 - Merit pay - is that automatic salary increases? === based on evaluation scores and it is a bell-shaped curve analysis for salary increases. The employee will know the composite score and where they fall in regards to the other staff.
 - Questions raised by the Board: flu shots, children's insurance, liability insurance, food cost, playground maintenance, whether to strike crib section and add that \$4000.00 to the major purchase fund and maybe rename as furniture and equipment – major purchase fund.
 - Propose an amendment that we should maintain \$10,000.00 as a major purchase fund within the reserve fund and that way we get interest on that money versus having an account that is more flexible and no approval for usage.

Personnel Committee: Dorrie

- Contract signed by Katie and now back to Dan
- Presented the proposed leave to the teacher's and the majority of the staff understood the changes to the new proposal; Jeanne completed mid-cycle evaluations

Fundraising Committee: Rachael

- More to come on upcoming events

Buildings and Grounds: Mattias

- Fall timeline for starting new projects

Director's Report: Jeanne

- See Director's Report handout