

## November 12, 2020 Victory Village Board of Directors Meeting

In attendance: Derek Wildman, Jeanne Wakefield, Edith Bowers, Cameron McKinzie, Audra Slavin, Melody Kramer, Jennifer Wu, Seyyed Emadi, Harriet Able, Keaondra Forrest

Not present: Mary Bus, Janel Lancaster

6:00pm – Welcome to Parents and Teachers. Request for comments and/or questions from teachers and/or parents. Because there were no parent/teacher comments, decision made to adjourn to closed session.

6:10pm – Adjourn to Closed Session

October meetings were sent out to members but because they were not available prior to meeting, we wait to approve at next meeting.

6:18pm—Jeanne informs us that one teacher is leaving, another returning from leave to take her place.

6:20pm – Jeanne presents Director’s Report. She informs us that the center completed parent teacher conferences and they were successful. They are typically twice per year but will consider doing quarterly given that there is less parent teacher interaction amid covid.

Jeanne: Classroom quarantine in the preschool rooms is almost over. There had been one teacher who tested positive for COVID. We have learned from our first quarantine to start quarantine prior to results which was the right thing to do. Two classrooms were quarantined. All of the teachers exposed have been negative, no reports of sick children. This speaks well of the measures we are taking to reduce transmission.

Jeanne: Canceled fall portraits because parent feedback was a preference to avoid extra people in the building. Book fair is online. No thanksgiving feast this year which is sad for the center but necessary given the circumstances. Today, we got a permit from town of chapel hill for toddler playground – hopefully will be able to start work in January.

6:24pm – Jeanne: There is a question of rebate. When there was a previous quarantine, we provided families with a small rebate (\$20/day) to reflect our reduced costs during that time and alleviate the hardship of the loss of childcare for 2 weeks. We gave the option of letting them put that money in a fund for the teachers, which 2 of 7 families opted for at the time. If we offer a similar rebate now, for a quarantine of 30 children the cost will be greater (\$6K). Given that we expect to have more quarantines, Jeanne’s recommendation is that we not offer a similar rebate at this time. This might be an unmanageable precedent.

Derek: When we made the previous decision re: rebate, there were 3 board members affected by the quarantine. Therefore, there is a possible perceived conflict of interest in making this decision. Therefore, he will recuse himself.

Seyed: My daughter was affected in the expansion class, but I agree with Jeanne. No credit to the parents. If you explain to the parents that this is necessary for the health to the center, I think they will understand.

Jeanne: It is important to explain to parents that we continue to pay the staff during this time. Mel agrees to help craft a communication to the affected parents and a communication of our policy on this going forward.

6:30pm: We are joined by Jean Holliday. She is asked to help address PPP loan status, latest financials, and the retirement account letter.

Jean presents accounts payable aging report. We have paid UNC energy down from \$21k to \$9k which is current. We are doing well with payables. Presents accounts receivable aging summary. We had \$103K tuition paid for November on Oct 31. The actual accounts receivable was around \$15k. On Oct 31, we had \$336K in the bank. Audra asks for clarification on the net positions. Some bills are not available given that board meeting was moved up in the month. We are break even because of the PPP loan, which we expect to be forgiven.

Derek: Jeanne Wakefield has completed application to have PPP loan forgiven, Jean Holliday's team to do a review as well as review by the finance committee. If the finance committee is comfortable, we will submit to the board for approval to submit.

7:05pm – Derek asks if the whole board wants to be involved in review of this application. Edith motions to give the finance committee authority to review and make a recommendation/authorize the application. Seyed seconds that motion. All members are in agreement. Consensus that finance committee will review and inform board of recommendation next week. If favorable, hope to get application out next week.

7:10pm: Time to review health insurance policies. Policy premiums have gone down this year. My recommendation is to stay with the same BCBS plans. Jeanne recommends that we specify that for employees who are not currently at the center, who are on leave, we specify that we continue to pay for the basic insurance plan (silver) but not the buy-up plan (gold). Audra makes motion to support the base level health insurance for all employees until we determine the final staffing at the center. Edith seconds. All members agree, no opposition.

7:18pm: Derek -- In 2019, we elected to do a compilation for the finance committee to approve. We are trying to perfect a note about the retirement shortfall (earned unpaid portion of the interest if contributions had been made in a timely way). We do not have this note to present tonight but wanted to update the board on the work on this.

7:20pm: Derek, the center typically alternates between an audit and a compilation every other year. This year that we just ended (8/31/2020) would be an audit year. Do we want to do a full audit, understanding it is more expensive (\$4K for compilation, \$11k for audit)? Audra

recommends that we have a full audit, but past issues have not been fully identified in audits. Therefore, it is the board's responsibility to identify someone who can do the best audit. Seyed motions for full audit and charge the finance committee with selecting the auditor, Edith seconds.

7:28pm: Jeanne: Since discussing the shed repairs at last visit, we decided to come up with a list of priorities of repairs at the center which has been completed. This can be discussed with the buildings and grounds committee.

Jeanne: We had an email from a parent about masks, there have been a wide range of opinions from parents on this. The state had a recommendation that 4 year olds should wear a mask. The children in the expansion has been doing well wearing masks, which is probably partly why this recent case did not turn into a cluster. Do we want to expand this recommendation to younger kids? Children under 2 should not wear masks, but 3 year olds could except for nap time. Jeanne recommends making it optional, suggesting it to the parents in the 3yo classrooms. Seyed suggests that it be strongly recommended or possibly be implemented as a policy. General agreement that children are more likely to comply with masks if it is normalized in the classroom, but not forced. Plan to try it in the Penguins.

Jeanne requests another round of teacher bonuses, financing it with the bonus money from the state. They are still working in hazardous conditions and we need to reward attendance. Payable to employees who attend fully on a random week of the month. \$200 for full time employee, \$100 for part time employee. We discussed the sustainability of these bonuses and the fact that staff did not get raises this year. Discussed instead having an end of year one-time gift for the teachers. Audra motions that we as a board with Jeanne write a letter to the staff announcing a bonus to be distributed before the holidays in December. Seyed seconds. We are in unanimous agreement.

Mel presented the suggestion that we send out a monthly newsletter including teacher birthdays as this is an opportunity for parents to provide gifts.

7:54pm: Committee Updates. Derek requests if there is nothing urgent, let us present at the next minute and instead move to board only discussion. We thank Jeanne and Keaondra for their time and they depart the meeting. Board moves into Closed session.