

Child Care Center at Norwich  
Board Meeting December 1, 2008  
Minutes

**In Attendance:** Marlene McDonald, Neil O'Dell, Julie Stevenson, Allison Colburn, Katie Willard, Rick Canning, Jennifer Letendre, Bristol Rayno, Jodi Wenger, Laura Scott.

**Absent:** Sarah Stewart Taylor

**Quorum present?** Yes

**Consent Agenda** approved including minutes of November meeting, and Directors Report.

**Norwich Full Day Kindergarten Proposal**

The proposal for Norwich to offer full day kindergarten in Fall 2009 was discussed along with possible impacts on the center from a business perspective. CCCN currently cares for 1/3 of the Kindergartners afterschool. Discussed other options for working parents, possibility of a 3-5:30 program, private Kindergarten, etc. Research is split on the impact of full day K for kids. Ultimately, it was decided that CCCN should proactively communicate with the school board in the form of a letter highlighting the developmental needs of 5-6 year olds in the afternoon based on our extensive experience providing after K care for this age group. Allison & Neil will write the letter and cc board.

**SubCommittee Reports**

By-laws:

° Revisions are in process – section by section.

Communication:

The Communication Committee posed 3 recommendations for improving board-staff communication:

- 1) Increase the number of staff meetings to 2 per month beginning next fiscal year. Meanwhile, perhaps Staff Notes can include a “written brainstorming” section where staff can pose questions, thoughts can be collected and “answers” delivered in subsequent Staff Notes.
- 2) Schedule board members to meet with staff members in groups of 2-3 in order to strengthen communication and awareness between board & staff.
- 3) Include a summary of the board minutes in the Staff Notes following each board meeting.

ADDITION: Include summary of board minutes in the monthly memo that goes to Center parents.

Finance:

° Fall Appeal – many thanks for getting cards in.

- Tikes on Trikes – need to form committee. Julie will secure location/date.
- Julie will attend the Norwich Town meeting for funding request on 12/3/08
  - Need to get petition signed by 155 registered Norwich voters, all board members need to get signatures by January meeting.
- Benefits package survey is complete. Need to analyze results. LS will write memo to report back to staff and let them know we will get back to them when we have more info. Allison will get up to date renewal quote from NEEBCo. Need to reassemble the ad hoc committee in order to analyze results and report back to board and staff. Bottom line for this year, “foreign” programs such as HSA and HRA need a significant amount of education to be successful and will likely not be an option for the Feb 09 renewal.