

Child Care Center at Norwich
Board Meeting May 4, 2009
Minutes

In Attendance: Marlene McDonald, Neil O'Dell, Julie Stevenson, Allison Colburn, Jennifer Letendre, Rick Canning, Diego Mas, Bristol Rayno, Laura Scott.

Absent: Jodi Wenger, Sarah Stewart Taylor

Quorum present? Yes

Consent Agenda approved including minutes of March and April meetings, and Directors Report.

Public Comments & Discussion

Kindergarten/Green Room Update:

The lawyer for the School Board has some issues with the Letter of Intent that John Aubin drafted for the bus plan. We need to get more information about the issues and not lose sight of Plan B. Neil will follow up in the next two weeks.

Fire Certification Update:

We have submitted a variance request based on the sprinkler system quotes.

New Tuck Fellow – Diego Mas

Diego will be our new Tuck Board Fellow. He is from Argentina and has spent the last 7 years working in the Energy Field. He has a son in the Yellow Room.

Center Closure Policy

We discussed the draft policy that Jodi had put together. There are several areas that needed additional clarification:

- 1) Under what circumstances would be close
- 2) What to do in the event of a long closing or repeated closings
- 3) Under what circumstances would be continue to pay staff
- 4) Under what circumstances would we reimburse parents

Allison will query other centers and research our insurance coverage and our sick child policy for direction. We will try to get a policy in place soon and provide it to parents as well as adding it to the Parent Handbook.

Budget Discussion

Based on conservative, but likely, enrollment and tuition levels, we expect to have a budget deficit next year. We are reluctant to raise fees in the current economic climate. In addition, we feel it would be imprudent to give staff raises, which would only worsen our budget deficit. However, we recognize that the budget is based on conservative estimates of enrollment and tuition levels. Thus, we will reevaluate the topic of staff raises at the November meeting when we will have a much better idea of actual enrollment/tuition for the year.

Two options were presented to help minimize the deficit. One is to add an income category (\$170,000 +) with a slightly higher tuition rate. The second option is to add an income category and to even out the “curve” by adjusting the rates of several existing income categories. The vote was to add an income category at the \$170,000 + level and to leave any further category leveling to another year.

Teacher Appreciation Week

Board member volunteered to bring in goodies each morning for teachers.

Annual Meeting & Board Nominations

The Annual Meeting will be held on June 15, 2009

We have a few new board candidates from our parent pool. We need to generate more nominations in order to do more as a board as well as to satisfy our bylaws - having 2 staff on the board. In addition, we need to be aware of the United Way’s funding requirement limiting the % of board members that can be paid staff.

We need to include information on the nominating process in the board summary that goes to staff.