

## Board of Directors Meeting Minutes

Board of Directors  
Child Care Center in Norwich  
Monday, December 1, 2014  
5:30-7:00 pm at the Center

### Attendance

**Present:** Executive Director Allison Colburn; Board Members Kristin Bornholdt-Collins, Karolina Eymont, Kelly French, Paula Holwerda, Jane LeMasurier, Allison Moskow, Bristol Rayno, Wendy Teller-Elsberg, Erin Salcone; Center parent Tracy Martino-Hsu.

**Absent:** Board members Kate Barlow, Julie Stevenson; Tuck Fellow Chloe Hansen-Toone.

**Quorum present?** Yes.

### Minutes

#### 1. Director's Report

a. **Staffing:** Allison C. shared that staffing continues to be a state-wide challenge. The Center has found temporary help through the holiday season, for which it is grateful; and Cherrie is returning half-time soon, which is wonderful. Childcare is never an easy field to hire in, but this is a particularly difficult stretch, Allison reported.

b. **Act 166:** The implementation of Act 166, which states that any school district may provide preschool to 3 and 4 year olds in its own facility or by partnering with a high-quality institution, has been delayed for a year. Act 62 continues, however, and it makes its provisions mandatory rather than optional. Under Act 62, which makes it mandatory for VT towns to offer 10 hours a week of publicly funded preschool to interested parents, the Center is partnering with the Hartford School District as of this year (2014-2015).

#### 2. Election of Paula Holwerda to the Board.

a. Erin S. made a motion to appoint Paula to the Board; Allison M. seconded, and Paula was unanimously elected to the Board of Directors. Welcome Paula!!

#### 3. Consent Agenda: Adoption of November Board Meeting Minutes.

a. Kelly made a motion to adopt the November minutes, and Kristin seconded. The November board meeting minutes were unanimously approved.

#### 4. Reserve Fund letter review.

a. Allison M and Allison C gave an update.

#### 5. Exit Interview Committee update

a. Wendy & Allison shared that they will conduct an exit interview with Bristol, and will offer an exit interview to Mary. The exit interview policy states that an interview will be offered to any staff person who has worked at the Center for at least 6 months.

#### 6. Story Telling Fundraiser update

a. Kristin gave an update on our exciting upcoming event. The board dove into the details and began to plan this December 20 event.

#### 7. Social media; and staff outreach re board position.

a. Allison C. and Chloe are going to meet after the holidays to work on this.

8. **Adjournment.** The meeting was officially adjourned.

**Tabled for next meeting:**

- **Committee development**
- **Email list for events**
- **Byrne foundation match update**
- **Board role description**
- **Board recruitment discussion**
- **Status of ED Review cycle**
- **Staff appreciation and communication between the board and our staff**

**Next Executive Committee meeting:** BY EMAIL (no in-person meeting)

**Next Board meeting:** January 5, 2015, 5:30-7:00 pm at the Center

Upcoming Board Meetings, all 5:30 pm at the Center:

February 2, 2015

March 2, 2015

April 6, 2015

May 4, 2015

June 1, 2015 (Annual Corporation Meeting and Board Meeting)