

Board of Directors Meeting Minutes

Child Care Center in Norwich

August 7, 2017

5:30-7:00 pm at the Center

Present: Executive Director Allison Colburn; Board Members, Jane LeMasurier, Julia Rabig, Hannah Caldwell, Lily Trajman,

Staff: Eleanor Fisk

Parents: Mika Tucker, Marisa Donovan, Andy Scherer

Minutes: Jane motions to approve June minutes, Lily seconds the motion; June minutes approved.

August Exec Committee Meeting Agenda

1. Follow-up to July meeting with Allison (timeline of new Center structure)
2. Fee Scale Changes
3. Hiring Update
3. Overall Fundraising Plan for Upcoming Year (what to add/repeat/omit)
4. Reassigning Committees
5. General Board Goals

Director's Report: Allison is concerned that backlogged fingerprinting applications at state level could negatively impact staffing. CCCN submitted two forms to State (Health and Human Services) in the middle of July and they're so backlogged they've told us not to make any new appointments. At this point, Allison may not be able to open afterschool on time if we can't get new hires fingerprinted. They used to turn it around very quickly. Now must go to Windsor, which has limited hours and one staff member, instead of Hartford Allison thinks the backlog is caused by a combination of volume and staffing. Lisa is following up on three forms.

Hiring continues; New floor and door replacement; Jason Loomis is volunteering to clear out brush and do maintenance of bicycles.

Administrative Structure: CCCN is bringing long-range plan to fruition beginning this fall resulting in two administrative positions (Karen will be in full-time admin). Allison reviewed the history and need for more workable administrative structure for those new to board discussions. Karen's orange room kids are transitioning so it is a good time to move her into this position. She'll be brainstorming, meeting with teams, observing in classroom, and ordering classroom supplies. Her focus will be classrooms and staff, while Allison will focus on licensing, new families, fundraising, community relations, etc. With two people in admin this will make eventual transition to new director easier down the road. Allison also explains how Byrne Foundation grant allowed CCCN to pay off mortgage and free up funds for staffing changes.

Jane explains timeline of implementation: Roles have been written out and staff will have a chance to look at position descriptions. But CCCN is at a standstill with hiring.

Allison: We have to decide if we can make this transition happen if we can't replace Karen; it's a hiring crisis that is national in scope. Some officials are thinking about long-term planning to address this, but it's not going to help us now. All kids coming into orange room are age appropriate to go to the red room, so we could consider eliminating the orange room and consolidating. This is one option, but conversations with families about pursuing it have just begun. There are two views on this question. On the one hand, it's a hiring crisis and a hard time not to have the head teacher we need. On the other, closing a classroom doesn't seem right because there is tremendous need for care. Centers in NH have closed. Karen feels we should keep room open and tough it out. Allison feels this is OK now, but once we get to Sept. and summer workstudy is gone, afterschool is up and running, and staff sickness begins, the center could be crunched.

Marisa questions if CCCN could hire someone to do the administration piece and keep Karen in the classroom; Allison explains that it's got to be someone with expertise and experience in the early childhood classroom. Allison explains some of the history behind this: Many marginal

providers are closing; sometimes it's because increase in regulations and education requirements makes unfeasible to stay in business. Andy asks about increasing the floats or moving around kids. Allison notes that CCCN decided a while ago to limit the classroom size (in some cases below licensing requirements) because small groups allows for more individual attention and higher quality of care. Allison notes word of mouth has been most useful for hiring lately, and people have been circulating through centers.

Positions open: Yellow Room teacher, Orange Room teacher, and two people in the younger afterschool classroom.

Requirements: Option of taking fundamentals course (equivalent of 3-credit course, must be state of VT-approved) also medication admin training, which will hopefully be offered in the UV this fall (state previously turned this over to Community College of VT last year, and there has been no training from Jan-June. State then parsed out funding to other groups, but CCCN not informed of this until very late, had a week's notice to make arrangements. Allison notes from director's report that Couch Foundation has funded hiring of consultant to make Upper Valley Childcare Association a stronger network and resume training. In short: CCCN can hire people who are willing to take these courses as soon as possible.

Orange Room: We need to let families know soon about the future; the question is whether board should make the decision tonight, or decide to let families know what may happen.

Jane: We originally discussed making decision tonight. After considering all that's at stake, she suggests that we let parents know soon, but delay making a decision for right now. If Karen needs to remain in Orange Room, we'll have to delay transition. When it happens it needs to be a clear cut and not a temporary change that will go back and forth with staffing pressures.

Lily: It's reasonable to explain to parents that Karen has been allocated elsewhere (this decision has already been made through the long-range planning process and earlier board decisions). If the hiring doesn't happen because of the regional hiring crisis, children will be in another classroom.

Allison will contact families and let them know and urges everyone to use their networks to find staff.

Tuck Intern Project: Jane explains program and how CCCN comes up with project. We need to brainstorm projects come up with things they can do and implement. We also need parents or volunteers to update Facebook. Hannah says she'll be happy to do it and she and Allison will meet to discuss.

Lily suggests getting interns to figure out ways to accept online donations. Right now we have online capacity through Network for Good, but Lily notes we need an easy way to accept funds for specific fundraising events and items (like raffle tickets). That would be incredibly useful for future fundraising. Allison wants to see this happen as long as interns don't leave without passing on this technical knowledge in way that can be easily conveyed to current and future staff. Lily and Marisa clarify what is needed is a payment portal that can take more than just donations.

Fundraising:

- Fun Run: Jane has booked gazebo and green for Sat before Mother's Day next year.
- Wine event—low maintenance, but bump up date. Julia will talk to Dan about this.
- Fall fundraiser—Touch-A-Truck day in the upper parking lot. Allison notes that insurance companies may want families to sign waiver. 10-12 on a Saturday morning and bake sale. Have suggested donation of \$5 and raise \$ through bake sale. Board decides on October 14, with 15 as a rain date.
- Andy asks about Pennies for change at Dan and Whit's: Need to write CCCN on back of receipts over \$10 and put it in bucket by door.
- Marisa will ask about Co-op procedure.
- Marisa suggests Giving Tuesday (first Tuesday after Thanksgiving). We could do a little pilot and send an e-appeal to families with parents and board members taking selfie and offering

quote about why they give. She will see if Little Green Light can send an email with imbedded image. Marisa suggests we eliminate people who've given already through fall appeal and ask others. Also suggests asking for specific amount.

- We might also consider approaching donors with special asks.

New Board Member: Marisa volunteers to serve as Board Member: Hannah makes motion; Jane seconds; Marisa as board member approved.

Board moves into Executive Session to discuss fee scale research (voting board members only); Allison asked to stay.