

YNP Child Care Center Board Meeting Minutes

Distribution: Board

Date: Monday, October 17, 2022, 6 pm, Zoom

Zoom Link: <https://csulb.zoom.us/j/81660944037>

Attendees:

Board: Harrison Forrester, Laura Ouborg, Jill Killian, Alyssa Sharp, Lissie Kretsch

Staff: Madeleine Morimoto, Jessica Spiegl, Bec Fouts, Trevor Stephens

Parent/Members:

YLT Liaison:

Meeting Objectives

- Discuss/support transition between Directors
- Timing for tuition increases?
- Official nomination/approval of new Board member/ Fundraising Coordinator?
- Craft Bazaar
- EP Center Play Structure update/questions

Agenda

Time	Topic	Process	Lead
6:00	Call to Order - Identify facilitator	Assemble	All
6:04	<p>Staffing Updates Offer to Jessica for Director position. Salary corrected from initial offer to align with CA salary minimum wage requirements.</p> <p>Jessica accepted– CONGRATULATIONS!!!!</p> <p>Madeleine's last day is Oct. 31. Laura to follow up about send off for her to Board.</p> <p>Anything else needed for transition between directors? Offer letter sent to Courtney for Assistant Director. Madeleine currently supporting and getting the flow down. Courtney offered a rate of \$22.50/hour.</p> <p>Jessica will be added as a signer on the checking account. Madeleine and Jen Latham will be removed as a signer. Plan to potentially add Lissie and Garrett as future signers, but need to be noted in minutes. We have three forms right now to add signers. Jill needs to send a letter regarding the signers.</p> <p>Open houses this week at the centers on Wednesday in EP and Thursday in the Valley, 6-7 pm.</p> <p>Review of staff at each center with updates: VLY: John (interim lead), Dawn, Lea EP: Bec, Trevor, Clayton, Carrie, Christina Sarah Platt subbing and then taking on infant room</p> <p>Interviewing an additional candidate as a Valley teacher. Sarah will support as Lead to train John in the Valley.</p> <p>Some concerns about how to support school agers at the Valley school. Plan to provide options after school for play options and more structured activity. Parent night can help with building relationships with teachers, kids, and families. Building relationships can help with teachers having authority at the Center.</p>	Presentation	Madeleine and Jessica

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	<p>Center Updates FOOD MONTH! YUM Halloween parades in the works. Volunteer recruiting. Lots of toddlers= lots of potty training Do we want to revisit a potty training policy? Depending on Jessica, it may be good to fully revisit the parent handbook that is up-to-date with current staff. We could keep adding to the handbook, depending on what the Director wants, since the handbook is a bigger project. Laura can send last potty training policy version to the Board and Jessica to look at next meeting.</p>		
	<p>Nomination and approval of Lissie Kretsch as Board Member/Fundraising Coordinator</p> <ul style="list-style-type: none"> - Punt to next meeting to officially approve - Could we consider a fundraising committee? Lissie getting the lay of the land. 		
	<p>Do we need any tuition increases for next year in light of budget/minimum wage increase requirements? Timeline for needing that approved and notifying parents?</p> <p>We have restrictions on what fundraising funds can be used for. It can be used to reduce the burden of tuition.</p> <p>We will have \$1.50 minimum wage increase for next year. All teachers will be given a \$1.50 increase. This increases our teacher pay for next year. Director salary also increases to stay in line with minimum salary increase. Madeleine estimated maximum salary cost (including Assistant Director at \$22.50/hour). Madeleine also estimated a conservative tuition income based on current roster and potential school agers who may stop attending/age out. Fundraising is the most unsure estimate. In 2018 to early 2019, we were looking at significant tuition increase. Rather than doing a need-based tuition, we did a tuition subsidy program. It was determined we would take a certain amount from fundraising to go to payroll. This was even going on the bills as a tuition subsidy. We could potentially require families to participate in fundraising with this subsidy program in place. We haven't been using the fundraising as part of the tuition subsidy program recently. We discussed a "payout" option, but it was significant.</p> <p>Madeleine doesn't have 2023 ICES amounts for next year. Currently we haven't charged ICES families for what goes over with preschool costs right now. This may outprice the family that would affect. This would be something to keep in mind when this happens. ICES families might not be able to accept a second subsidy from our tuition subsidy program.</p> <p>We would need to announce a 2023 increase in January by December 1st. We could do the next tuition increase in June. Within inflation, it could be a year to dip into the fundraising account.</p> <p>We need some budget numbers with tuition increase options and what that would look like with the retaining the Asst Director position. Jessica to prepare this for next meeting.</p>		

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	<p>For fundraising goals, we would need someone food certified for summer bbqs and FaceLift. Jessica and some of our staff have their ServSafe right now.</p>		
	<p>Fundraising Report/Planning Craft Bazaar Update</p> <ul style="list-style-type: none"> - Going well. All 50 venders are booked. Working with Brian Hammell (Curry Manager) has been a dream. Lunch going from \$10 to \$15. YC offered to make a free card making table. Brian will have bar with mulled wine and cider available in the afternoon. - Donations are coming in. Committed to online auction and in person. Online could help with vacation rentals and such. We need to pitch in further as parents to get donations. - We have flyers. - Meg and Lissie doing well with timeline. - It would be useful for staff to be in the loop on the bazaar to be able to help interface with parents about this. Madeleine will give Lissie an updated list of parent emails. <p>Thanksgiving Bear Trot</p> <ul style="list-style-type: none"> - Jill moving forward with securing the artwork. Lissie to work with Jill. <p>Fall BBQ</p> <ul style="list-style-type: none"> - Too much for now. Meg and Lissie meeting with Jessica to align with what staff are envisioning. <p>Lissie has a year ahead fundraising communication drafted out. Jill, Lissie, and Jessica could potentially meet for a planned discussion. Lissie to check in with Garrett re: communication.</p>	Presentation	Lissie
	<p>Board Communications Consider an end of year report– or fall welcome message to introduce board, roles and parent involvement?</p> <ul style="list-style-type: none"> - It would be great to communicate further to parents and why we fundraise. - It would be great to have this communication separate from the tuition/tuition increase information. Include more of a year at a glance with the current Board and what we do communication. - It would be great to clarify roles and responsibilities on the Board. 		
7:30	<p>EP Play Structure and Outdoor Space Received quote of ~\$40,000 from GameTime/MRC for similar structure for ages 2-12 and installation (surfacing and swings would be at additional cost). Submitted for quote from Park Planet (affiliated with EP school's playground replacement), but looks to be more limited options (only rating of ages 2-5 or 5-12) without much difference in price. I will learn more from receiving a direct quote. School structure was ~\$75,000 (contract much more with surfacing, installation, and sidewalks). There was also damage to other parts of the school grounds during installation/had to be called back for repair, reinstallation of fencing, etc.</p> <p>Could we approach YC for a larger share of education funds to</p>		Laura

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	<p>specifically support the replacement of the EP center play structure? Is this only disbursed at one time during the year? YC divides based funds based on enrollment. There may be an opportunity to approach prior to the end of the year to ask for increase amount going to the daycare. When we got the tuition subsidy program, we started receiving these YC funds as a temporary support. We need education as part of our programming. Lissie and Jill will research with YC to understand support prior to letter to ask for additional support.</p> <p>Concerned about safety of all of it, including swings. Swings are a smaller cost, but would have freight costs. Would we consider partial replacement?...or wait to figure out how to do it all at once? Are we sure we want to keep the similar set up of swings and structure or try for a slightly more complex/larger structure?</p> <p>We could look at the front pick up area as a separate play area for toddlers and have equipment for them.</p> <p>Laura to meet with Jessica regarding structures.</p> <p>Kirstie also talked with Laura regarding how we used to have grass in the front (where the apple tree is) and in non-surfaced areas in the back. Can we approach NPS regarding return to irrigation (may need replacement of irrigation) and grass seeding of these areas? Would be a big improvement in usability and cushioning in these spaces. School irrigates the field and seems like we should be able to prioritize certain areas for the community/kids. Bad weeds grow in the back that have to be pulled (we have had to maintain this), kids are super dustballs. Would be pretty easy to take a picture of our toddlers in total dust/dirt mode to relay need. Who do we approach about this (primarily irrigation approval)? Now would be the time to make this improvement to set us up for potential grass growth. In SUP this seems to fall on YNPCCC...could we get equipment/permission from NPS like we did for the deck? Jessica working on bark with playgrounds. Irrigation would be B&G. NPS covers utilities. They are not happy with the amount of utilities or AC used. We would need to have that discussion with utilities. We could potentially discuss high end astroturf (\$1.20 per foot).</p> <p>Previously discussed: Compliance</p> <ul style="list-style-type: none"> - Nicole A. can help with that. Have to evaluate with historical-- at least 30 days. If streamlined agreement, may be able to do that. Want to retain historical look and feel. <p>Who to go for for info about electric lines, area, perhaps last plans, etc. Utility Branch Chief- Mike Vantzellten Compliance- Echo to see if records still available for last project. Kirstie Kari also in Compliance.</p>		
	<p>Approval of 8/1 Minutes and 9/12 Minutes</p>	<p>Vote</p>	<p>Laura</p>

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7:53	Adjourned at 7:58 pm Next meeting on Monday, November 8th. Laura can ask Jim about EP school staff room. In person.		
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Decisions/Votes

Decision	In Favor	Opposed
Email vote to approve Jessica Spiegl as new Director	All	

Action Items

Action Item	Reporting Process	Lead	Due Date
Prepare budget numbers with tuition increase options and what that would look like with the retaining the Asst Director position		Jessica	
Laura to meet with Jessica re: EP play structure		Laura	
Lissie and Jill to research about YC funds to understand support prior to letter to ask for additional support.		Lissie/Jill	

Reporting Process:

1. Report back to board at next meeting
2. Report back to board via email
3. No need to report back
4. Other