

# YNP Child Care Center Board Meeting Minutes

Distribution: Board

Date: Tuesday, November 8, 2022, pm

## Attendees:

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Board: Harrison Forrester, Laura Ouborg, Jill Killian, Alyssa Sharp, Lissie Kretsch, Nicole Tucker, Garrett Dickman

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Staff: Jessica Spiegl, Bec Fouts, Trevor Stephens

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Parent/Members:

YLT Liaison:

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## Meeting Objectives

Decide on the continuation of Assistant Director position alongside whether tuition increase needed for January 2023

## Agenda

Time	Topic	Process	Lead	
6:00	<b>Call to Order - Identify facilitator</b>	<b>Assemble</b>	<b>All</b>	
6:07	<b>Staffing Updates</b> Carrie moving on from Babyland in EP. Lea filling in right now in EP. Sarah P. will be back and working as Interim Assistant Director right now. John offered the Lead Teacher position in the Valley.	Presentation	Jessica	
6:11	<b>Opening earlier in Valley (15 minutes) and revisiting Friday hours</b> Request came up from Parent Open House. Discussed that 6 families is what has been determined to make it financially feasible. The Director balances what makes it feasible in terms of hours and opening earlier in the Valley.			
	<b>Review budget numbers with tuition increase options and what that would look like with retaining the Asst Director position</b>  Reviewed staff pay 2023 with scenarios of Assistant Director positions, financial overview of 2023, and tuition schedule with costs for possible projected increases.  Voted to continue current setup with Assistant Director/infant teacher combination through approximately March to April with plan to revisit hours for Assistant Director position at that time. Jill motioned to approve combination of Assistant Director position/infant teacher through March/April. Garrett seconded. All present approved.  Do we need any tuition increases for next year in light of budget/minimum wage increase requirements?			

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	<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.</p> <p>Looking forward, it would be good to fully clarify what we can do with fundraising dollars, how we would do that, and with the potential to put our goals (including putting the EP playground structure into the budget), as greater understanding around what tuition increase goes toward.</p> <p>GSA limits fundraising dollars to be spent on tuition only. Text around fundraising for childcare within GSA facilities: With regard to the uses of the money obtained through fundraising, GSA has traditionally taken the position that all fundraising was to be used for the tuition assistance programs that are required in the Special Conditions to the License Agreement. (See, Board of Directors Child Care Resource Book, Appendix J) These funds were to be used in addition to the funds that may be received by the center through the subsidy program authorized by the Morella Amendment and codified in 40 U.S.C. 590(g). GSA also recognizes that fundraising may be used to assist the center in providing special programs and other activities for the children as enhancements to the general program of the provider. It was not anticipated that these funds were to be used to enhance salaries or provide bonuses for staff members. There is nothing, however, that would prevent individual parents from privately giving a bonus to staff members if they chose to do so. Fundraising requirement and use of fundraising dollars to subsidize tuition. <a href="https://www.qsa.gov/cdnstatic/Board_of_Directors_Resource_Book_2016.pdf">https://www.qsa.gov/cdnstatic/Board_of_Directors_Resource_Book_2016.pdf</a></p> <p>We can see if our NPS Liaison would back a YC grant. Would need to be submitted by March/April and then available January 2024.</p> <p>Plan to make a decision at the January Board meeting to then clarify how fundraising dollars would be used more specifically with communication around that to families.</p> <p>Consideration of 2023 ICES amounts for next year if we have that information. Currently we haven't charged ICES families for what goes over with preschool costs right now. 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. With inflation, it could be a year to dip into the fundraising account.</p>			
	<p><b>Fundraising Report/Planning</b> Craft Bazaar Update</p>	<p><b>Presentatio</b> <b>n</b></p>	<p><b>Lissie</b></p>	

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	<ul style="list-style-type: none"> <li>- Getting replacements for vendors (specifically photography)-- Alyssa going to follow up with a contact</li> <li>- Online component for the auction, then in-person or raffle the day of</li> <li>- Raffle tickets are out and will also sell tickets the day of</li> </ul> <p>Thanksgiving Bear Trot</p> <ul style="list-style-type: none"> <li>- Jill having some challenges with securing artwork and asked for assistance.</li> <li>- Concern with date being so close to the Craft Bazaar, but we may have a different audience between the two</li> <li>- We could look into a FB presence for this to widen the audience even further</li> </ul> <p>We could evaluate the timing of trot and Bazaar next year, but plan to move forward this year with both.</p> <p>Lissie has a year-ahead fundraising communication drafted out.</p>			
	<p><b>Board Communication</b></p> <p>Year at a glance and introduction to Board</p> <ul style="list-style-type: none"> <li>- Draft sent out from Lissie</li> <li>- Plan to send out updated draft with success/info from Craft Bazaar, into the Board and give a quick year at a glance</li> </ul>		Lissie	
	<p><b>Potty Training Policy-- make final? Was ready for final review in the past:</b></p> <p><a href="https://drive.google.com/drive/folders/1tXWWOPNxDBZiKqo57z37GaXENkv8OdLu?usp=sharing">https://drive.google.com/drive/folders/1tXWWOPNxDBZiKqo57z37GaXENkv8OdLu?usp=sharing</a></p> <p>-- Plan to review policy at February meeting</p> <ul style="list-style-type: none"> <li>- Sarah and Jess looking to review the Parent Handbook too</li> </ul>		Laura/Jessica	
7:59	<p><b>Holiday Party for Staff</b></p> <ul style="list-style-type: none"> <li>- Holiday gifts have gone through a non-Board member</li> <li>- Jill to reach out to Sharon to ask if she wants to coordinate</li> </ul>			
8:06	<p><b>Check Signers</b></p> <p>Jessica Spiegl will be added as a signer on the checking account. Madeleine and Jen Latham will be removed as signers. Plan to potentially add Lissie and Garrett as future signers, but need to be noted in minutes when decided. We have three forms right now to add signers. Jill needs to send a letter regarding the signers.</p>			
	<p><b>Approval of <a href="#">8/1 Minutes</a>, <a href="#">9/12 Minutes</a>, and <a href="#">10/17 Minutes</a></b></p>	Vote	Laura	

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	<b>Adjourned at 8:16 pm</b>  Tentative plan for next meeting on January 8th or 10th. Plan to try for in person meeting.			
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## Decisions/Votes

Decision	In Favor	Opposed
Email vote to approve Lissie Krestch as a Board Member and Fundraising Chair	All	
Jill motioned to approve combination of Assistant Director position/Infant Teacher through March/April. Garrett seconded. All present approved.	All present	
Motion by Jill to approve meeting minutes from 8/1, 9/12, and 10/17. Lissie seconded 10/17. Alyssa seconded 8/1 and 9/12.		

## Action Items

Action Item	Reporting Process	Lead	Due Date
Potty training policy follow up	1- February	Laura	

### 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