

Victory Village Day Care Center, Inc. – Board of Directors Meeting

September 15, 2011, Start time: 6:05 pm

- Board Members Present: Joanna Cleveland, Dorrie Lassiter, Liping Song, Mattias Jonsson, Jeanne Wakefield, Rachael Bloom, Susan Brown, Dan Lehman, Jenn Stegall-Zanation
- Board Members Absent: Katie McMahan, Ashley Nicklis, Brian Johnston, Honey Jones

Call to order, Introductions and welcome of new members

Time for Guests

- Teacher time: no teachers present, no announcements
- Parent time: no parents present, no announcements

No August minutes, but hope to approve during October meeting

Orientation next month for new members and binders will be distributed at that time – Oct 20 @ 5 pm

Election of new officers: Joanna provided a brief description of each position

- Secretary – voted and elected Jenn Stegall-Zanation (Hospital representative)
- Treasurer – voted and elected Liping Song (Parent representative)
 - Dan proposed finding Liping a support person through resources at the Hospital and University
- Vice-Chair – pending; will elect next month (will back up Chair if unable to attend; move into Chair position the next year; 3 year commitment)

Election of open committee chair positions:

- Personnel – Dorrie has assumed responsibility
- Building and Grounds – Mattias will continue as chair
- Fundraising – pending; will elect next month (responsibilities: work with Jeanne on grant identification, grant writing, developing pool of ideas)

Discussed usual process of signing thank you cards and birthday cards during meeting for staff.

Treasurer's report (see sheets for more details):

- Transitional month due to children leaving center during August for kindergarten, but still had tuition of \$1611.00 over budget
- Reached reserve goal of \$100,000 – once budget is approved will be able to stop reserve payment unless we spend from that account for modular project
- Questions raised about late fees (Jeanne said that she is more strictly enforcing late fee policies by billing late fees on the 6th of each month)
- Question about food costs being over budget, but better than last month - discussed in more detail and Dan offered to explore upcoming hospital contract with US foods to see if pricing could be used by the day care and also mentioned paper contract that was just negotiated

Personnel Committee update – Dorrie

- need to finalize leave policy and writing within handbook (copy in dropbox from Tiffany)
- Jeanne is working on the updated electronic version of the employee handbook
- Parent handbook is up-to-date

Fundraising Committee update – no updates from Jo Ellen

- “no more mulch campaign” is still ongoing
- Health and Nutrition grant – still awaiting word on the \$2500.00 grant that Jeanne submitted
- Harris Teeter Link – 50% families are enrolled; last year = 75%
- Begin Phase II of Playground Improvements next week - \$1000.00 to remove mulch; question use of volunteers from Building and Grounds Committee for Phase III

Building and Grounds Committee – Mattias

- New shade cloth on 1-2 year old playground has tears after storms – question whether we need to line edging to strengthen - determined we do need to take down for future storms, etc.
- Shades will only be used early Spring-early Fall - plan to take down in late October
- Lots of parent volunteers identified – Jeanne said around 30 people
- Listserv is still in progress

Director’s Report – Jeanne

- Creative Curriculum Gold update – journal entries don’t tie to skills/observations in new system; journal entries are just tidbits of information and pictures; separate observation documentation from teachers, but don’t know if parents will be able to look at these reports; alignment not feasible between the old and new system
 - Checkpoints will be documented for October’s parent-teacher conference and then teachers are expected to input monthly observations for children; reports will show progress
- Milk refrigerator – dented but not structural; will get check for damages
- Celebration for completing NAEYC Electronic Portfolio – discussed asking the staff on what would be more meaningful – dinner vs. t-shirt
- Special Visitor from China through NC State’s College of Education – Liping Song has volunteered to help with hosting on that date; Dan mentioned contacting public relations/media group about visit
- Electronic Waiting List – Jeanne mentioned defining children’s ages with a formula in the Excel database for waitlist so that children will “age up” on the list without being manually updated Mattias agreed to help create a formula.
- Open discussion – Mattias mentioned room transition process and need for some standardization; informal process is current practice, but discussed meet and greet parties, logistics sheet similar to Pelican’s room, website and newsletter portion of creative curriculum to disseminate classroom welcome and logistics

Center Contract:

- First attempt at redoing among parties – University and Hospital
- Major changes include: 1. cleaning up language (removing references to University subsidy program), 2. Removing requirements for automatic annual contributions to Reserve Fund and clarifies replenishment standards (see page 8) and tries to balance burden with current and future parent contributions, and 3. requirements for Annual Plan items
- Initial term is July 1, 2010-June 30, 2015 and then it will be considered a Renewal Term; every 5 years is renewal process and must give 90 days notice of plans
- Discussed changing wording in document to make five star rating as the minimal standard rather than four star - programs are starting to sponsor only four and five star centers; want to be at highest standard
- Discussed Section 3.14 about discrimination and that University has higher standard – may change wording
- Track changes due by Tuesday, September 20 and then final contract will likely be signed on October 10

Modular Classroom update:

- Architect submitted a proposal for the next stage of the modular project; architect/engineer fees are now \$26,875 (negotiated down from \$41,000) to walk the proposal through the University and Town of Chapel Hill approval process. Bidding services and construction supervision were removed from the proposal to save money.
- Pushed walkway and decks within lease price – lease for 5 years and then \$1 at end to purchase to buy
- Site work and landscape numbers are estimates by Jeanne, but the fencing and sidewalk are actually bid prices
- No playground equipment is needed in new playground for licensing, just square footage
- Brenda Malone, Vice-Chancellor of Human Resources was consulted about covering cost of utility hook-up, fire alarms and sprinkler system - Jeanne needs to submit a revised proposal with projected cost and gains to the center and then if approved it will go to utilities services; again discussed that this should be a shared cost between university and hospital