

Child Care Center at Norwich
Board Meeting August 4, 2008
Minutes

In Attendance: Neil O'Dell, Marlene McDonald, Allison Colburn, Katie Willard, Julie Stevenson, Carol Schoenig, Rick Canning, Sarah Stewart Taylor, Jennifer Letendre, Laura Scott

Absent: Bristol Rayno, Jodi Wenger

Quorum present? Yes

Minutes of the July meeting reviewed and approved.

Director's Report (AC)

Reviewed written report. Highlights include:

1. Despite recent hires, staffing is still tight due to late start dates.
2. Temporary fix to the issues raised by the fire inspector will be to swap Green &
3. Yellow rooms so that younger kids do not have to go up or down stairs to exit the building. We will need to get quotes on sprinkler system & new fire alarm.
4. NAEYC accreditation results will come several months after site visit.

Communications subcommittee is proactively planning a celebration in the event that we pass.

5. Karen & Bristol are in charge of staff meetings and will review with staff what will happen during the NAEYC on-site assessment.

SubCommittee Reports

Communication: Draft e-mail policy will be done by next board meeting

Finance: Written planning timeline presented with monthly tasks & goals

By-laws: Project scope has been identified and progress made

Other

Records retention policy approved

Board Training with Lizann Peyton