

Child Care Center at Norwich
Board Meeting March 2, 2009
Minutes

In Attendance: Marlene McDonald, Neil O'Dell, Julie Stevenson, Allison Colburn, Jennifer Letendre, Rick Canning, Jon Edwards, Matt Young, Lisa Ciampa, Fay Weber, Laura Scott.

Absent: Jodi Wenger, Bristol Rayno, Sarah Stewart Taylor

Quorum present? Yes

Consent Agenda approved including minutes of February meeting, and Directors Report.

Public Comments & Discussion

Kindergarten/Green Room Update and Contingency Plans:

Late summer 2008 communication between the Norwich community and the Norwich School Board resulted in a proposal for a full day K program at the Marion Cross School. Ultimately, this proposal passed and Norwich is due to have full day K starting Fall 2009. CCCN proposed getting bus service so that Kindergartners from Hanover (Ray School) can come to CCCN afterschool. This would (presumably) give us enough after-K enrollment to be able to provide care for Norwich kids from 3 to 5:30. The Norwich School Board endorsed this proposal and it was sent to the Hanover School Board. We have garnered a spot on the Hanover School Board agenda for March 18 for discussion of this proposal. Once we know definitively that it is on the agenda, we will notify Hanover parents and ask them to come to the Hanover School Board meeting in order to support the proposal.

CCCN looked into getting private bus service with no luck. Buying our own bus would require staff (with Commercial Drivers License), insurance, significant capital investment, etc.

Sprinkler System Update:

We have contacted the sprinkler contractor and are waiting for a quote.

Fundraising Ideas:

"Parent's Night Out" or "Parent's Saturday Morning Out" – the center stays open late one night or on an occasional weekend morning and parents pay a premium to get some free time. Staff could either make up time or get overtime. Spaces would be limited. Allison will investigate limitations on extending care into the evening or to weekends with our license and insurance. Matt will informally survey the staff to gauge level of interest.

Other Ideas:

- Recognize a staff member each month for excellent service. Include a certificate and some formal recognition.
- Add a few more days to the calendar when the center is closed to kids. This would allow staff built in time for workshops, professional development, staff meetings, training, center cleaning, etc.
- Pay for snow days? Paid/unpaid vacation days around the holidays?

Tuition and Salary Analysis – Tuck Board Fellows Jon Edwards & Shefali Shah
Jon presented the Tuition and Salary Analysis. The analysis includes data from 25 centers and shows that the top of CCCN's tuition range is near the top of the scale for centers in the area. The salary range is competitive and the benefits package (at least in terms of health insurance) is generous compared to the other centers.

Tikes on Trikes – March 14th Hanover High gym

The board approved a proposal to extend staff free admission to the event/silent auction.

- 1) Silent Auction – Kudos to Lisa on working the phones and getting many items donated. Julie will need items in the center office by 3/9 or 3/10 in order to create “packages”. As of yet, we are falling short in our board commitment to each get 2-4 items or items likely to bring in a total of \$300 (or more). Working donation list is available on google doc's.
- 2) Food – Brystol has secured donations for pizza, juice boxes, water, fruit (to make into fruit salad), and snacks. She is still working on trying to get the Ben & Jerry's cart so there will be free ice cream for all.
- 3) Set Up – Neil will borrow a truck and try to get trikes dug out of the snow bank pre-event. Needs to know who needs tables and how many. Also needs to locate cones/tape/SA banner. Julie will try to recruit HHS kids to help set up on the day of event.
- 4) Activities – Carol & Karen are all set with activities. Follow up with Sarah re: possible volunteer from the Cartoon School??
- 5) Publicity – Posters are printed and need to be posted. Need ad in the Valley News.
- 6) Need to give board members roles for the event as well as solicit other parent volunteers.

Other Business:

Meeting was concluded 15 minutes early in order to attend the Norwich Town Meeting where our scholarship proposal is being discussed.