

Child Care Center at Norwich
Board Meeting April 6, 2009
Minutes

In Attendance: Marlene McDonald, Neil O'Dell, Brystol Rayno, Allison Colburn, Jennifer Letendre, Rick Canning, Laura Scott.

Absent: Jodi Wenger, Sarah Stewart Taylor, Julie Stevenson

Quorum present? Yes

Directors Report reviewed. We did not have a quorum for voting on the March minutes.

Public Comments & Discussion

None

Kindergarten/Green Room Update and Contingency Plans:

Neil is gathering stories from Hanover parents to demonstrate the need for after-K care to the Hanover School Board (HSB). Neil has drafted two different policy proposals for the HSB to consider. The HSB meets on 4/15 and our bus proposal is on the agenda. We are encouraging all Hanover families to attend this meeting.

We have scheduled a special board meeting for April 27th at 5:45 pm in order to process any information we may have from the HSB and get input on contingency plans if bus service from Hanover seems unlikely to pass.

Sprinkler System Update:

Allison has pursued the sprinkler system with both the installation company and the Norwich fire chief. The cost of a sprinkler system for the whole building starts at \$100,000. Bottom line – this is an issue between CCCN and the State of Vermont. We will contact the state inspector and propose building a deck from the green room that will wrap around to the parking lot level(no stairs). If this will satisfy the fire codes, then the age range of children using that room will not longer be limited to After K.

Snow Day & Early Closing Holiday Pay

The Board confirmed that the existing policy is fair and consistent with labor laws for hourly employees. Staff are paid for time worked. In the case of weather related delayed openings and early closures during the holiday season, staff can either use some of their 5+ weeks of personal/vacation time or make up time during the same week (pending Director approval).

Budget Discussion

Initial draft budget incorporates no salary increase, no tuition increase and puts

us roughly \$26,000 in the hole. We need to test sensitivity of assumptions – including income mix and enrollment levels. We also need to estimate what effect adding income bracket(s) above \$150,000 would have on our revenue projections. Allison will find out how long the current income categories have been in place and e-mail the board some additional budget drafts.

We do have about \$81,000 in the bank. Need to evaluate the prospect of dipping into this reserve to cover operational expenses as well as the possibility of capital investments (wrap around deck from Green room to satisfy fire codes).

“Parent’s Night Out” or “Parent’s Saturday Morning Out”

While our insurance would allow for occasional expanded service (as above), there is not sufficient interest amongst the staff to pursue this type of fundraising idea at this time.

Other Business

The date of the **Annual Corporate Meeting** is being **changed to June 15th**. A notice will be distributed well in advance (by-laws require 2 week written notice) to advise all of the date change.

Please continue to solicit new board members. If you know of anyone that has expressed interest or you believe would be a good candidate please follow up with Allison or Neil.

For current board members - if your current term expires in June please consider running again. Additionally, please consider a position on the executive committee – it’s a very rewarding experience. If you have any questions please contact Neil.