

WCCC Board of Directors Meeting Minutes
February 22, 2013
8:30 - 10:00 a.m.
Bridges House Conference Room

MINUTES

In Attendance: Carrie Dolan, Janet Yang, Lesley Henderson, Jeremy Martin, Dean Neff, John Byxbe, Kim Weisenhofer, Eden Harris

Approved agenda: Jeremy, Dean (second)

January 24 meeting minutes: Jeremy, Kim (second)

Meeting began 8:35

Janet's Director's Report:

For enrollment, there were 73 children in January; just two spaces left in pre-K program. One will be filled in March. We are up to budget now, which is good. Lots of fees in January, which helped our income. Some kids who left in December stayed extra days in January. Expenses continued to be under budget in January. This is good news, since we have been under budget in income. Lots of infant enrollment is helping. We were over budget as expected in utilities because of the double-bill for electricity. Advertising for a job advertisement was also over budget, but it was effective, and we have a great new teacher in the infant room.

Activities: January was a short month, but we did celebrate Winnie the Pooh's birthday, and Zumba classes resumed for the preschool children, which they enjoy.

Planning and Development: Changed waiting list application to find out where people heard about WCCC. There has been one response from someone in IT department so far.

Situational Leadership: New state license at this point. We held our first Kindergarten Information Fair. Information was shared from local school divisions and private schools. This information also included the topic of easing school anxiety. It seemed to go well, and we learned how to handle this process in the future. There was not much parent feedback (so far, at least), which is unfortunate, but it seemed to go well.

Thirteen students are completing internship in Developmental Psychology at WCCC. Most of them are assigned to two classrooms so that they are there for the entire semester. They are assessed twice by their classroom teachers during this process. We have been participating in this program for the past several years. The students seem to enjoy their time, and the teachers appreciate the assistance.

Human Resources and Development:

There is a new staff person in the infant room. She hails from Langley Air force Base by way of Michigan State University.

Staff training classes: We are exploring the "Better Kids Care" online training for early childhood classes, which appears to be very good. The classes are low-cost; much cheaper than the State of Virginia's training classes. The Better Kids Care program seems to be a better program than what the State is putting out. There is also a lot in regards to convenience. Janet likes this option for staff training, and there is also a degree option.

Family Involvement Coordinator:

Nicole continues to work with the store receipt programs to earn money: Martin's, Harris Teeter, and Farm Fresh. We have spoken with Square One about the fundraisers. The president of Original Works profusely apologized in a hand-written note for the problem this winter.

We are now working on Tickets for Tots. We are currently drafting a letter and having it reviewed. One thought is to consider an employer matching donation (or to consider for parents to ask for this from their employers, as applicable). Parents should be getting this letter in the next few days.

Spring pictures will be occurring next week, approximately Thursday, February 28th.

Director's Report Approval: Jeremy, Dean (second)

Budget Report (delivered by Jeremy):
Janet continues to keep us in the black.

Budget report approval: Kim approved, Lesley second.

Auxiliary Services (delivered by John):

HVAC system - Janet should be contacted soon. The HVAC system is being moved to the summer due to start of new fiscal year and the cost of the replacement. The Center has no control over the timing of this; it is up to the college.

The fire system is also forthcoming for adjustments.

The ants are currently not a problem; the last spray helped the condition.

Next year also includes more cosmetic work upgrades - about \$17,000 worth.

Cindy Glavas will be the new Director of Auxiliary Services. She starts March 4th and she hails from ODU. There will be a transition from John Byxbe to this new Director, though it is currently uncertain as to when she will begin.

Board Action/Discussion Items:

Staff Benefits (Health Care and Retirement): Carrie passed out a Summary of Employee Benefits chart for the members to consider. There was a discussion of the pay stipend that full-time employees receive, which is assumed to be somewhat of a Health Care stipend in its origin, which preceded Janet's directorship. We have fewer employees than 50; thus, the Affordable Health Care Act does not apply to us.

We discussed the possibility of rolling the staff members into the College's health care plan, but this is presumed doubtful because the Center is a private entity, and the college is a state entity. John Byxbe will ask more about this. We discussed hypothetical/presumed scenarios based on what we know about the college's plan and expenses. We also discussed what other private child care centers may presumably provide, based on current board members' knowledge.

There was discussion of presenting a high-deductible plan to the employees and see if it would be desirable. In terms of due diligence, Carrie would like to pursue this to make sure we are doing what is possible. One idea is to get a sense of the current full-time employees to find out if or how they have health care (through spouse, for example). John suggested bringing in SunTrust to talk about the options they provide.

Also, regarding vacation, we accrue 80 hours each year (except for Janet, who gets 3 weeks). Almost all staff people use their full time allotted. John notes that this could cause a problem from a budgeting standpoint. It is mentioned because it is a liability that we have that we are not reflecting/showing; it shows up as a payroll expense, though it may be a "hidden" (unaccounted for) expense. We will discuss further at our next meeting.

There was discussion of consulting with a professional of both the health care and retirement scenarios; perhaps to run it all by Janet first.

There was also concern that any changes made may only apply to incoming persons; others maybe "grandfathered" to continue receiving what they currently do.

There was also discussion of an option, i.e., whether or not staff people want to participate in programs that we would like to offer.

Carrie asked Jeremy to look over the payroll expense issue and to see if we should reflect this more in the budget numbers. Also, consultation with Jeanne was recommended/discussed for more information.

Review of Board Priorities:

- We finished Janet's evaluation
- We want to work to get this process reflected in the bylaws
- Still discussing and continuing with building repairs
- Pre-K slots issue is also being addressed

The board was asked what priorities we want to address in the future?

- Employee Benefits
- Continued issues with breastfeeding area/staff lounge

- Automatic check deposit for employees (may cost money to the Center to use this service; explore options through Quicken or other software)

We discussed sprucing up the staff lounge as well. There is a question of whether the lockers are being used; some are and some are not. The couch may need to be replaced. Janet noted that these improvements (and resulting target deadline for improvements) may coincide well with Teacher Appreciation Week in May.

It was suggested that we have a chart or reference to know how many vacation and sick hours are accrued for the board's consideration when making future decisions.

There was a suggestion of donating to a bank of sick/bereavement leave that all can donate to and/or use as needed.

Eden has been working with Janet for the upcoming NCCCC Reception on March 13. Permission asked from board to approve to close at 5:45 p.m. on March 13 to clean the Center for the Reception. We are expecting about 150 people to come to this opening reception and coming through the Center to tour it. There will be requests for help from parent volunteers to give tours. We will need yard signs and may need parent traffic directors because of the poor signage in this area. Janet will talk to parking services about allowing these attendees to park. Janet and Nicole will actually be attending the conference as well.

March 8 - Center will be closed for a training day and to clean/prep the Center.

Next Meeting: Friday March 22nd. 8:30 - 10:00 Bridges House Conference Room

9:44: Jeremy moved to adjourn; Lesley second.