

**Burlington Children’s Space  
Board of Directors  
Meeting Minutes  
April 19, 2023  
Zoom Video Conference**

**Board Members Present:** Annika Hawkins-Hilke, Victor Prussack, Alan Matson, Molly Scaife, Julie Springer, Alissa Carberry

**Guests:** Katherine “Kate” Cowles

<b>Call to Order</b>	The meeting was called to order at 12:19 pm.	
<b>Minutes</b>	Minutes from March were accepted.	
<b>Directors Report</b>	<ul style="list-style-type: none"> <li>• 2 new teachers: Gracie (has been PT, graduating in May); Liz (has been subbing). Starting FT in next few weeks.</li> <li>• 1 additional interview last week and visit planned.</li> <li>• With these 3 positions, BCS will be fully staffed for fall.</li> <li>• Breaking the older toddler group into 2 separate groups, using the 2<sup>nd</sup> preschool room until the end of the summer.</li> <li>• Infant room is full (6).</li> <li>• A new parent is qualified for the center cook position and will be hired.</li> <li>• NAEYC extension goes until October. Liz (new teacher) will help with NAEYC re-application.</li> <li>• CACFP visit is May 4<sup>th</sup>. Sarah, Erin and Molly are working on this.</li> <li>• Gardens are started in the Archibald plot.</li> <li>• Head Start partnership to roll out in August. Awaiting formal paperwork. <ul style="list-style-type: none"> <li>○ Keep the original 10 EHS slots for I/T.</li> <li>○ Add 10 preschool slots.</li> <li>○ Increasing the \$/child and Katelyn and Molly will take on some tasks that the CVHS teacher used to do as there will no longer be a CVHS teacher. Katelyn to take over Creative Curriculum with Molly.</li> <li>○ Can use CVHS MH consultant and other supports.</li> <li>○ Katelyn &amp; Molly to do home visits.</li> <li>○ \$130,000 for the year. \$8,000/EHS child and \$5,000/HS child.</li> <li>○ We need to be sure that the \$130,000 is earmarked so as to not impact CCFAP.</li> <li>○ We will no longer lose a CVHS teacher during the summer.</li> <li>○ Molly asked for 2 over-income slots. No response yet from CVHS.</li> <li>○ Do we need to look into balancing classrooms with new HS children? Mixing in with non-HS children?</li> <li>○ We may not need to enroll any new kids to add</li> </ul> </li> </ul>	

	<p>the 2<sup>nd</sup> preschool classroom.</p> <ul style="list-style-type: none"> <li>○ How do teachers feel about adding more HS slots? Molly said they haven't had much time to talk about it. They will have a longer conversation about it in the next few weeks.</li> <li>● Old Spokes wants to do a mini bike bonanza with us at pick-up.</li> <li>● Block Party: <ul style="list-style-type: none"> <li>○ Met with Mascoma Bank. They wanted to fund it, however, there is bike construction. It should be done by June 10<sup>th</sup>, however, we've decided to just do a family dinner and starting a scholarship in Sarah's name. The block party will not be happening.</li> <li>○ Donor letter to go to BCS friends' list.</li> <li>○ Molly applied to Mascoma for funding for the 6/10/23 event...maybe for food or scholarship fund.</li> <li>○ She will go back to businesses and say we don't need funding for the Block Party.</li> <li>○ May still do a silent auction.</li> <li>○ Need to put more focus on how to make the Family Dinner more festive. Invite all past BCS and present BCS families. Giant sandwiches? Big cake? May change the time.</li> <li>○ Victor, Maggie and Charlotte will be a sub-committee working on the Family Dinner.</li> </ul> </li> <li>● Molly got a \$25,000 special accommodations grant for 1-on-1 help. Money to go toward salaries. This is IDed for a particular child and is a 6-month grant. It can be backdated to 2/27/23...date of application.</li> <li>● We may join the Ramble since we are not doing the Block Party.</li> <li>● BCS received a Language Access Grant from Early Learning Initiative: \$800. We can request it up to 4 times. It's being used to translate materials.</li> <li>● Applied for an extension of the school garden grant. Still have money from last cycle.</li> <li>● Molly is registered for a funding-raising training next week.</li> </ul>	
<p><b>Guest Introduction</b></p>	<ul style="list-style-type: none"> <li>● Kate Cowles – UVM Early Childhood Educator, was a teacher, director. Potential board member. Everyone introduced themselves.</li> </ul>	
<p><b>Reviewed Calendar</b></p>	<ul style="list-style-type: none"> <li>● Details about the calendar for 2023-24: <ul style="list-style-type: none"> <li>○ Includes all Federal holidays (new): added 4 days</li> <li>○ Tried to align BCS ½ days with BSD ½ days</li> <li>○ November: Could we drop the ½ day that month on 11/8 because then we have a whole week off at Thanksgiving?</li> <li>○ Thanksgiving was a full week off last year due to staffing challenges. Prior to that, about ½ of the families would be there that week. Nov 20/21</li> </ul> </li> </ul>	

