

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

**Board Members Present:** Annika Hawkins-Hilke, Victor Prussack, Alan Matson, Molly Scaife, Julie Dumas, Kate Cowles, Maggie Riley, Julie Springer

<b>Call to Order</b>	The meeting was called to order at 12:18 pm.	
<b>Minutes</b>	Minutes from May were accepted. No meeting in June	
<b>Directors Report</b>	<ul style="list-style-type: none"> <li>• The school is overstaffed for the summer which will allow folks to take vacation and have coverage for classrooms.</li> <li>• The school is fully enrolled for September with 10 early Head Start and 10 Head Start spaces filled. There is the right amount of staffing for these numbers. The second preschool will be opened again.</li> <li>• Molly responded to the CACFP review and addressed all comments. They did not require we pay back the money given to us when the paperwork was not correct.</li> <li>• We discussed the idea of carryover of vacation and sick hours over the fiscal year as well as donating sick hours to a bank.</li> <li>• There is no money set aside for sick hours and this could be added as a liability on the balance sheet.</li> <li>• In years past, vacation had to be taken before the end of the year and for some employees who had accrued a lot of vacation, they received a payout. We want to move to a policy where staff use their vacation hours giving them the breaks they need and leading to overall better mental health a school.</li> <li>• A Subcommittee of the Board will meet to discuss vacation and sick leave policies and Maggie and Kate volunteered and will report to the board in August.</li> <li>• There has been a review with suggested edits to the HR handbook and Molly will review suggestions and share with the board.</li> <li>• There were some parent concerns about safety in the neighborhood. Molly is looking into a new lock for the front gate that meets all requirements for fire safety. We discussed how BCS is part of the Old North End community and appreciate all the richness of experiences as well as challenges that brings.</li> <li>• Molly has the Head Start contract and she and Katlyn are reviewing it before signing.</li> <li>• Molly and preschool teacher Gray went to a training on sustainability at Shelburne Farms and hope to bring ideas and practices back to BCS.</li> <li>• BCS was a successful bidder for the next year of the Strengthening Families contract. No details about timing or amount were provided.</li> <li>• Molly submitted an application to the Children’s Trust Fund</li> </ul>	

