

**Burlington Children’s Space  
Board of Directors  
Meeting Minutes  
September 18, 2024  
Zoom Video Conference**

**Board Members Present:** Alan Matson, Charlotte Blend, Julie Dumas, Julie Springer, Molly Lawrence, Victor Prussack, Molly Scaife (non-voting member)

Guests: Khamal Edwards, Chase Whiting

<b>TOPIC</b>	<b>NOTES</b>	<b>NEXT STEPS</b>
<b>Call to Order</b>	The meeting was called to order at 12:05 pm.	
<b>Minutes</b>	Minutes from July and August were accepted.	
<b>Potential New BOD Member</b>	Introduced Chase Whiting as a potential new board member. Daughter at BCS in YT room. Lives in NNE. Environmental Atty.	
<b>BOD Meeting Date Change</b>	Agreed to the 4 <sup>th</sup> Friday of the month at 12:00 starting on October 25th	Molly to send out updated meeting notice
<b>Directors Report</b>	<p><b>Program:</b></p> <ul style="list-style-type: none"> <li>• Lots of illnesses causing staff and child absences.</li> <li>• Fully staffed! Hired 2 new staff.</li> <li>• Waiting for new teachers to settle to enroll new children—almost full! Working on 12 in each PS classroom and currently at 9 and 11 children in each.</li> <li>• Alan noted some vacancies in other early childhood education/child care programs regionally.</li> <li>• NAEYC pilot study is underway. Waived accreditation fee.</li> <li>• Food service is going well.</li> <li>• Staff really appreciated 2 days off around the start of the program year. Parents would appreciate earlier notification of days off. BCS needs to wait for BSD calendar so it’s a little difficult. Molly will start the process in January.</li> </ul> <p><b>Community Partners:</b></p> <ul style="list-style-type: none"> <li>• Head Start funding / Stipend discussion <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> year of funding with new Head Start model will be \$163,000/year (+\$3,000 over last year).</li> <li>• Molly requested a continued annual stipend of \$10,000 for Katlyn and herself to cover the extra work related to this Head Start model, including additional after-hours work for home visits.</li> <li>• This year’s stipend request will be split 75% (Katlyn) / 25% (Molly) as Katlyn has taken on more of the Head Start work.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• The Board is in agreement with this continuing stipend and division.</li> <li>• Similar to last year, the stipend will be paid out \$5,000 in October and \$5,000 in February. Each payout will be: Katlyn - \$3,750, Molly - \$1,250.</li> </ul>	
<b>Financials</b>	<ul style="list-style-type: none"> <li>• Profit &amp; Loss: <ul style="list-style-type: none"> <li>○ Last month had lower profit as many children transitioning to school-aged programming completed their time at BCS prior to August.</li> <li>○ Increased wages will start showing up next month with 3-4 new teachers and a 7% increase. We need to fill PS slots to stay balanced.</li> <li>○ Net income is in the red by \$1,413.80. Many August funds are still to come in: CDD, Strengthening Families, Head Start.</li> </ul> </li> <li>• Strengthening Families grant continues for another year at a slightly lower rate: \$60K rather than \$80K.</li> <li>• 10/1/24: Final CCFAP increases to income limits. A few families may now qualify (2-4).</li> <li>• We agreed that the BOD would like to make “budget to actual” a regular part of BOD meetings.</li> <li>• Will start working on the budget for 2025.</li> </ul>	Khamal to share “Budget to Actual” numbers at monthly BOD meetings moving forward.
<b>Executive Session</b>	<p>We entered an Executive Session to discuss accepting Chase Smith as a new member of the Board.</p> <p>Chase Smith was voted in as a new member of the Board of Directors.</p> <p>Victor will be stepping down from the Board soon. He has been a member since about 2010. He will remain an ongoing BSD contact for BCS.</p> <p>Julie D will be stepping down from the Board in December.</p>	
<i>Adjournment</i>	Meeting adjourned at 1:00 pm.	

Next scheduled meeting: **Friday, October 25, 2024** on Zoom.

Signed: \_\_\_\_\_  
Name (Chair)                                      Date