

Draft Minutes
Williamsburg Campus Child Care
Board of Directors Meeting
26-Feb-2016
8:30-10:00 a.m.
Brafferton Kitchen

8:30AM Call to Order

I. Public Comment

- There were no public comments

II. Approval of the January Meeting Minutes

- Approved

III. Director's Report - Janet Yang

- Enrollment 97.3%, total capacity is 76
 - Lots of people on wait list
 - Always a need for infant/toddler care
 - Only way to add on is to build on back which would require bringing whole building to code
 - Scope of work was created years ago for use of Dillard Complex that included child care. Plan was scrapped.
 - Adding new spaces would raise code issues and is unlikely to create a revenue gain
- Net income positive
- Delta Omicron will be providing music performances and experiences in classrooms
- Health Dept. inspection was conducted and no violations were found.

IV. Financial Report - Chris Shelton

- Loss of ~\$8,800 in investment account. Janet will contact John Pattisall.

V. Auxiliary Services Report - John Byxbe

- Security system
 - Upgrade to 4 cameras and call box: one on playground and parking lot, one on front door, and one on each of the back doors = \$5,400 with additional \$1,200 per year to maintain DVR records for 30 days.
 - a) College will cover capital costs
 - b) WCCC will cover costs of records maintenance
 - Janet did active shooter training and this brought up several points that need to be considered in future discussions.
 - John will get a quote on a panic button
- Laptops
 - Need 2-3 within the next month
 - Will investigate possibility of donations

- If donations are not an option, the Board approves purchase
- Still need volunteers for yard sale

VI. New Business

- Budget
 - Food price negotiations are ongoing
 - Proposed cut to food service expenses by having parents provide lunches over the winter holiday break
 - Will investigate catering options for that month
 - Discussion of incorporating \$100 annual fee into tuition increase instead of separate payment.
- Emergency planning/preparedness
 - Discussion postponed until next meeting

VII. Old Business

- Review of WCCC policy on disciplinary actions - Approved
- Communication of organizational status on the WCCC website - Done
- Opportunity for BOD to hear teacher concerns? – Discussion postponed

10:00 AM Adjourned