

February 7, 2022 SUMC Childcare Committee Minutes

Attending:

Pastor Kevin Baker, Ashleigh Sewell, Allison Cowell, Anne Scott, Gwen Macias, Jacob Smith, Janet Morgan, Julia Wax, Paul Williams, Stephanie Villanueva, Walt Roberson, Christy Denham (Financial Administrator and Human Resource Coordinator)

Materials provided to each member: Childcare Committee notebook, agenda, and director's report for 2021-year end and February.

Opening with prayer

Each present member introduced themselves.

In addition to the director's report, Allison shared that the center was closing at 5:00 pm due to staff shortages. There have been staffing issues since the onset of COVID.

Ashleigh gave members a brief overview of the notebook and asked that members review the contents before the next meeting. The role of the committee needs to be more clearly defined in the next meetings, review documents and revise to clean up inconsistencies. Ashleigh shared her vision for the committee to be a support for the director, assistant director, and staff. Pastor Kevin shared his desire to see the committee be ambassadors between the childcare and the church. The internal review of finances was shared with the Finance Committee, which will work with the Childcare to develop policies. Recommendations were listed in the director's report.

Some highlights of the childcare ministry were shared. Pastoral staff have been providing chapel time for the children in childcare. The staff use a bible-based curriculum. And minimal closures have occurred since the beginning of COVID.

Allison shared Ashleigh's coordination of events and treats during Teacher Appreciation week last spring.

There was a question about the capacity of the center and what is the ability to grow. Space is the restriction on expanding as well as staffing. To use building 1, it would have to be re-licensed. The maximum capacity for the center is 80. Allison explained the ratio for each age group and current enrollment. If the center were to grow, they would want to maintain quality. Parents have asked about the possibility of adding before and after school care.

A business concerns: holding on to good staff by paying a competitive rate, the need to raise tuition to sustain pay increases, improved management of finances, handling late payments in a timely manner.

Scholarships have assisted a few families with late payments. Policies were implemented starting in January to keep families current on fees. Each staff member received \$1.00 hour pay

increase and bonuses for staff will be covered with grants until more sustainable income can support better pay. Christy Denham passed out 2021 end-of-year financial statements.

Question about issues in classrooms with EC children. Allison acknowledged one child being a challenge in the past. A behavioral specialist helped in teaching strategies. There are students that receive speech therapy from therapist that come to the center.

Ashleigh asked for volunteers or nominations for a vice chair. Anne Scott volunteered. I, Gwen Macias volunteered to continue to be the secretary, taking minutes. Initially the committee will meet monthly to establish our role, review or revise by-laws. The next meeting will be March 7th.

Allison gave the committee a tour of the childcare center, each classroom and ratio for each room and age group.

Ashleigh closed the meeting with prayer.

Minutes submitted for approval by Gwen Macias.