

Minutes  
Regular Board Meeting  
Skagway Child Care Council BOD

January 20, 2023 @ 12:00pm, Location: Little Dippers Learning Center

1. **Call to Order: 12:09**
2. **Approval of the Minutes -**
  - a. January 14th 2023, 3pm - JM/KJ - all in favor
3. **Approval of Agenda - KJ/JM - discussion:**
  - a. KJ Motion to add in new business item h. Resolution 23-01R; approval of Wine Tasting.
    - KJ/JM - no discussion on amendment - all in favor of amendment, all in favor of main motion
4. **Communications to SCCC**
  - a. Correspondence: none
  - b. Citizens Present: none
5. **Updates/ Reports**
  - a. Administrators: update on Admin training schedule and to do list with Adrian; scott prints submitted, QB training started, organizing center, Kate officially applied.
  - b. Board Members: Jules gave Peyton the updated Teachers job description in hopes she will apply. Jules/Eliza background checks should be cleared by Monday then need to update state info. Kaitlyn update on budget to review.
6. **Unfinished Business**
  - a. 2023 Job Descriptions for teachers- KJ/JM - motion to approve teacher job descriptions. KJ motion to amend contract to add 50% discount for 1 child, only for those hours while child is present while parent is working; add acknowledge CCA/CDA preference, JM second all in favor of amendment, all in favor of original motion.
  - b. Hiring Discussion
    - Kerri to Distribute hiring notices on Website, FB, local Bulletin boards.
    - At least 1 board member will be present for job interviews, alongside Kerri.
  - c. 2023 Budget approval - approval tabled
    - Aiming to open Monday, February 13, open Mon-Fri 7:30am-5:30pm
    - servicing 10 children until school out, then 20 kids with hopes of a camp program for 10- 6+ kids. Staff needs- board suggested reaching out to past families to get schedules for Feb/March to see what need is, then can figure out how many staff needed. Likely only 3 staff in Feb/Mar/April, 4 full time employees & 5th part time for summer.
7. **New Business**
  - a. Prime account for dippers - JM Motion to approve Kerri sign up for Little Dippers Amazon Prime Business Account. Second: KJ, All In Favor
  - b. Kate Mahe employment application - Move forward with interview, see how

availability works with schedule.

- c. Guardian Policies & Procedures handbook edits: TABLED
- d. Contact with past parents regarding opening: KJ directs staff to send email on Monday.
- e. Letter to Skagway Recreation Board/Director: Eliza will write a draft, submit Monday, Kerri and Eliza will attend Thursday's 1/26 meeting.
- f. Kerri Training Reimbursement: no decision made
- g. Municipal Community Funding Grant Applications: wait until summer gets going to see if we need it.
- h. Resolution 23-01R Wine Tasting: JM/KJ - No Discussion - All In Favor

## **8. Board Comments/ Discussion**

- a. Dippers 2023 Timeline: TABLED
- b. Dippers 2023 Outreach projects: Open House: Will do on a Sat in Feb. Kerri would like to explore the idea of offering “ Date Nights”.
- c. Next meeting:
  - NABSC Updates
  - Add Kerri to Bank Acct. and QuickBooks
  - Enrollment announcement
  - Discussion of Revision of pledge agreement to pay forward for months services
  - Board seat updates to State/CCPO
- d. Kerri’s Teacher training: need to talk with State to see how it works for Mallory being in ratio while observing.

## **9. Adjournment**

- a. **1:00pm**