

**University at Buffalo Child Care Center, Inc,
March 13th, 2017 - UBCCC South Campus**

Time: 5:15-7:00 Called to Order by Goodman at 5:15pm. Hartmann motioned to adjourn. Heyward seconded. Meeting adjourned at 6.38 pm.

In Attendance:
Balcom, Bittar, DiCerbo, Goodman, Hagenbuch, Haremza, Hartmann, Heyward, Ludtka, Milizia, Tjandra, James, Vidal

Absent/Excused:
Cich, Rothfuss, Bennett, Smith, Racsummerger

Topic	Person/ Time	Purpose	Supporting Documents	Dialogue	Outcomes:
Approval of Minutes	Goodman 5:15	VOTE	(1) - Draft of February meeting minutes		Approval - Haremza Second - Hagenbuch All in favor - Abstain - Hartmann, Ludtka
Training by Susan MacLennan, Employee Program Associate from the Governor's Office of Employee Relations, NYS Work-Life Services	(60 minutes)	Training - Roles & Responsibilities of non-profit organization for board members and directors			CANCELLED per email from Jason G email at 2:50pm
Program Coordinators Report	Smith/Bennett	Information Update	NO REPORT		
Directors Reports	James/ Vidal	Information Update	Tabled to April meeting	<ol style="list-style-type: none"> 1. potential use of disenrollment policy <ol style="list-style-type: none"> a. aggressive SC child, center safety issue b. lead teacher resignation due to situation c. center has followed protocol on disenrollment policy 	<ul style="list-style-type: none"> - SC to proceed with disenrollment policy - issue letter and two weeks notice per policy on the child's next outburst behavior. - outline accommodations made by the center for the child for reasons of disenrollment

				<ul style="list-style-type: none"> d. lead teacher will return if child removed from class 2. Mixed age classroom feedback <ul style="list-style-type: none"> a. positive feedback on children remaining with current/same teachers b. parent information night panel session 3/21 3. NAEYC <ul style="list-style-type: none"> a. impending visit soon b. directors portfolio to be compiled and finalized 4. NC 5th preschool room opene 	
Committee Reports; <i>Executive</i>	Goodman	Information Update	NO REPORT		Next Meeting: Monday, April 3rd, 2017 - Future meeting dates scheduling
Committee Reports; <i>Finance</i>	Balcom	Information Update	NO REPORT	<ul style="list-style-type: none"> - update on business temp - focus on reconciling books - 	
Committee Reports; <i>Strategic Planning</i>	Bittar	Information Update	NO REPORT		Beth to coordinate with cmte chairs -Sherene can you share the schedule with me? I cannot find it!
Committee Reports; <i>Audit</i>	Dicerbo	Information Update	NO REPORT		Next Meeting: Audit document to be signed
Committee Reports; <i>By-Laws</i>	Hartmann	Information Update	NO REPORT		Next Meeting:
Committee Reports; <i>Development/Marketing/Enrollment</i>	Milizia	Information Update	(2) see attached REPORT (3) North center enrollment projections	<ul style="list-style-type: none"> - North center enrollment projections and plans - Changes in enrollment/waitlist/registration 	Next Meeting: Monday, March 20th, 2017

				<ul style="list-style-type: none"> - Preschool panel information 3/21 - Extra week for Pre-K before Kindergarten begins (communication and sign up) 	
Committee Reports; <i>Program</i>	Racsumberger	Information Update	NO REPORT	-	Next Meeting: Thursday, April 27th, 2017
Committee Reports; <i>Leadership Development</i>	Tjandra	Information Update	NO REPORT	- finalized board sub committee composition	
Committee Reports; <i>Personnel</i>	Goodman	Information Update	NO REPORT	- Employee Handbook	Next Meeting: Monday, April 3rd
Sub-Committee Reports; <i>Facilities</i>	Ludkta	Information Update	NO REPORT	<ul style="list-style-type: none"> - recommendation alumni gyms usage - discussion on playground maintenance/upgrade 	Next Meeting:
Search Committee	DiCerbo	Information update on Business Manager position	(4) see attached REPORT	<ul style="list-style-type: none"> - three eligible candidates from job posting - awaiting confirmation of salary and finalize scope of position before interviews - previous business manager pay at 45k - if the pay goes up, additional responsibilities eg. - procure, thinking ahead of a business manager who can help plan, project management when/if there is a downtown center, operation management, grant 	<ul style="list-style-type: none"> - recommendation to interview top candidates to see what they can offer - background check results(within a week or two)

				<p>writing, assertive communication and initiative</p> <p>Directors feedback on current business temp</p> <ul style="list-style-type: none">- initiative understadning procare- demonstrated efficiency in current center processing- background check in process--	
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