

**HILLTOP CHILD DEVELOPMENT CENTER INC**  
 Board of Directors Meeting, 6 p.m., Tuesday, September 25, 2018  
 Chamber Room, KU Bioscience & Technology Business Center  
 2029 Becker Drive, Lawrence, Kansas 66047

**AGENDA**

Members:

*Steve Allton, Nicole Babalola, Corinne Bannon, Stephani Boyd, Tim Mock, Renee Olson, Molly Paugh, Noel Rasor, Jana Tuttle, Steve Wallace, Jennifer Wamelink, Jay Warring, Sherri Whightsil, Marc White*

Absent:

*Beth Rankin, Lisa Pinamonti Kress, Shanda Hayden*

Ex-Officio:

*Jeremy Fite, Adam Brown, Dalene Andrews, Maggie Vinduska*

Absent:

*Karen Banning, Katrina Yakum, Courtney Hultgren*

**Action Items**

<b>Task</b>	<b>Participants</b>	<b>Deadline</b>	<b>Done</b>
<b>Post agenda to website and Bloom 3 days before meetings</b>	<b>Jeremy and Steve Allton</b>	<b>Continuous- 3 days prior to each meeting</b>	
<b>Add minutes of meetings to Hilltop website</b>	<b>Jeremy</b>	<b>Continuous- by the Friday after minutes are approved</b>	
<b>Board recommendations</b>	<b>Everyone</b>	<b>November meeting</b>	
<b>Parental Involvement</b>	<b>Jeremy, Everyone</b>	<b>November</b>	

- I. Welcome 6:06pm
- II. Confirm Quorum and Call to Order

### III. Consent Agenda

- A. Receipt and Approval of Administrative Report-
- B. Approval of July Minutes

*Motion carries to approve consent agenda*

### IV. New Business

- A. Possible expansion update - Jeremy
  - 1. No new updates. Still in overview, no dollars or specifics on floor plan. \$2400/mo lease with no maintenance. No infant care will be provided
- B. Bylaws update - Noel
  - 1. Reviewed bylaws as past president. Minor grammatical correction.
  - 2. Ad hoc Fundraising committee, do we make it permanent? Discussed and no motion made.
  - 3. Are the agendas being posted ahead of time? Currently it's not being done.
    - 1. Post agenda on website home page and Bloom on Friday before meeting, 3 days prior as per bylaws
    - 2. Post minutes on website under board guidance- new tab- Jeremy will look adding- add as policy, not bylaw change.
    - 3. Add in the Board dues-  
Discussion on adding the Board dues into the bylaws with disclaimer that it not be inhibiting to students to serve on the board. Or do we not add it, because it makes it mandatory and can be prohibitive? No motion made.

No changes to the bylaws

- C. Nominating committee - Steve
  - 1. Nicole Babalola, Noel Rasor and Steve Wallace will be on nominating committee- please contact them if you are interested in a position.
- D. 2019 open board positions
  - 1. 6 positions for board will be open for 2019, 2 must be parents and 4 must be KU employees
    - 1. Fundraising experience (Jennifer/Molly), Faculty development (Corinne) or senate, KU students/senate, events management, website/tech person
- E. Parent recruitment for committees
  - 1. Encouraging parental involvement. Plug on newsletter, what else can we do?
    - 1. Steve W- tab at top that is more direct/visible to get involved. Find a way to make the website easier- Meeting with KU in 2019 to look at template
    - 2. Jeremy- will post something in Bloom about signing up for committees
    - 3. Utilize the family events to encourage parents to get involved
    - 4. Talk about the time commitment for each committee- Ways to get involved vs be on a committee- Committee work on one time ask of parents to contribute or assist in order to lower the time commitment

### V. Old Business

- A. Committee Updates
  - 1. Executive Committee
    - 1. No changes to the teacher resignation procedure
  - 2. Teacher Support Committee
    - 1. Jana reported for Lisa- Goodcents has been contacted for sandwiches. Need new members and a chair. Conferences in Oct- setting up deliveries and sign up genius coming
  - 3. Finance Committee

1. Adam reported- Meet in October to prepare for the audit. Committee members may be contacted by auditors. Corinne has joined the committee
  4. Family Support Committee- Noel reported
    1. Working on a calendar
    2. Swim night October 5
    3. Dec 2 or 9th have an evening event.
    4. Add a did you know section to the newsletter
    5. Hilltop dine out nights- set up with restaurants to have school come out and a percentage of sales are given back to Hilltop. Make a point to designate where the funds will go at Hilltop.
  5. Special Events Committee- Adam reported
    1. Trying to get Hustle back on campus for 20th anniversary. Sent in a route, using Jayhawk trail and highlight the new campus area.
    2. Pumpkin patch night out- free pumpkin
    3. Homecoming parade participation- Thursday night 9/27 6pm meet at South park
  6. Communications Committee (ad hoc)- Sherri reported
    1. Reviewed documents on communication plan and content calendar. Working well for staff, no changes
    2. Future goals in strategic plan need to be looked at next year.
  7. Fundraising Committee (ad hoc)- Molly reported
    1. Committee was working on creating a case for support of Hilltop- North Star to direct support
    2. Opportunity fund has \$2500 currently
    3. Proposal to board: See attached. Find ways to incorporate in events, newsletter, social media, alumni of Hilltop, grandparents of kids
      1. Discussion: Starting point, ability to expand later. This plants the seed and just gets us started on providing the opportunity to support.
      2. Board likes the wording of the charitable giving information sheet. Molly will send verbiage to Jeremy to start using.
  - B. Teacher Board Report- Maggie reported
    1. Meeting this week. Need to create bylaws. Expectations outside the classroom. Already have inside the classroom expectations. Asking for baskets to be donated by families for auction. Money goes to curriculum needs.
    2. Diversity and inclusion- more books and signs for the classrooms. Music diversity in the classroom. Celebrating birthdays by focusing on celebrating the child and family to learn more about them. Big increase in minority enrollment at KU this year.
  - C. Logo change- Tabled for now
  - D. Financial Reports- Discussed separately from consent agenda
    1. July and August- moved to approve and seconded- passed.
- VI. Adjourn

Next meeting date: November 27, 2018