



202 W. Illinois | P.O. Box 394 | Highland, KS 66035

## BOARD MINUTES 11-29-22

Board Members present: Whitney McCauley, Amy Lackey, Brittani Gilmore, Dana Clary

Guests present: Malissa Owen- program director, Bruce Gaskell & Ben Gilmore

1. Brittani opened meeting at 6:33pm.
2. Brittani discussed the updated family contract & handbooks after getting examples from childcare aware admin support to ensure security on our end from any liabilities.
3. Discussed the potential to hire Adrienne Korson as our grant researcher/writer moving forward, as of January 1<sup>st</sup>. Board members reviewed her contract and discussed the amount of hours (no more than 1-2/month) we would like for her to utilize while researching grants. Amy made the motion to approve Adrienne Korson as our new grant writer as of Jan. 1, 2023, Brittani seconded the motion, Dana & Whitney carried the motion. Brittani will email Bobbi Darnell, our current grant writer to let her know that we appreciate her services and will no longer be needing them as of January 1<sup>st</sup>, 2023.
4. Dana and Whitney have made Christmas trees for outside each of the classrooms for lead teachers to put their wish lists for any parents that would like to buy them gifts. Missy will help teachers get Christmas trees set up.
5. Board Members will provide an employee Christmas lunch on December 12<sup>th</sup> for all staff. Brittani and Whitney discussed quotes from Shirt Shack in Hiawatha and Cornerstone in Atchison for staff shirts. Bruce Gaskell has volunteered to cover the cost of 5 shirts for all full time employees (will get back to us on part time employee shirts). The county part of the logo will be taken out and the word "staff added underneath Doniphan Darlings" which will go on the back of the shirt with the employee names on the front of shirts. We will use the 5 colors of the classrooms as shirt colors and Missy will choose what color will be worn on which days of the week. Missy will work on getting all shirt sizes from staff and their name preference for the shirt. All board members unanimously approved Whitney McCauley to move forward with ordering shirts through Cornerstone in Atchison.
6. Ben Gilmore was brought into the discussion to go over current cash flow and projections moving forward. It is with his recommendation that we consider a rate change effective January 1<sup>st</sup>, 2023, Brittani provided surround day care rates for Brown, Atchison and Nemaha counties to see the differences in rates. Different rate increases were discussed from 5-15%. Bruce Gaskell also added that we could make rate changes in phases to match cash flow moving forward, if cash flow still needs improvement. Amy made the motion for a 10% increase in rates across the board effective Jan. 1, Dana seconded, Brittani and Whitney carried the motion. Ben Gilmore will draft a letter for Missy to hand out to all parents by December 5<sup>th</sup> to update them on our rate changes starting January 1, 2023.
7. Brittani discussed how she thought we should utilize the Give where you live day funds that is coming up on December 2<sup>nd</sup> to purchase more curriculum and supplies for classrooms. Amy made the motion to support our teachers with purchasing curriculum and supplies for classrooms, Dana seconded, Brittani and Whitney carried the motion.
8. Bruce Gaskell proposed to help volunteer his time and resources in any new construction and demolition of the old part of the building that is not utilized, upon sale of building to Doniphan Darlings



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from USD 111. Ben and Brittani Gilmore are in discussions with the superintendent and president of the USD 111 school board about acquiring/purchase of the entire grade school building in order to allow us to use the building as collateral towards our loan. This will help to lengthen out the timeframe to pay back the loan, as well as hopefully lock in a low interest rate. Board unanimously agreed to Bruce's proposal.