

**Burlington Children's Space
Board of Directors - Meeting Minutes
July 23, 2026 - Zoom Video Conference**

Board Members Present:

Anna Howes Gebhardt, Dan Martin, Deb Patsky, Gracie Clement, Jacob Breslin, Megan Mossey, Molly Scaife (non-voting)

Board Members Not Present: Jesse Milligan

Other Attendees:

Agenda Item	Notes	Next Steps or Outcomes
Call to Order	The meeting was called to order at 7:02 p.m. by Anna Howes Gebhardt.	
Director's Report (Molly S.)	Transitions: • Staffing and coverage have been challenging as a teacher and the cook have left. • New toddler teacher starts soon. • Lots of applications for the cook position, and a few interviews are set up for next week. • No (qualified) applications have been received for preschool teachers. • Katlyn has been filling in for the cook • Molly in the baby room tomorrow. • Talked about ways to spread the word about open preschool positions. Programming: • Finance Committee has been meeting a lot over the last month looking at budget/preschool. • Licensing visit last week went well except for a few staff who had not completed CPR recertification on time. Community Partners: • Early Head Start ends at the end of the school year (August 2026). • Howard Center partnership continues.	Molly to talk to Kate Cowles to spread the word. Deb/Molly to talk about other creative ideas. Dan to check with pre-K teachers who left the Y.

BOD Meeting Schedule (Anna)	• A motion was made to have Executive Committee members voted on annually at the August meeting. This was unanimously approved (7 of 7). • All 8 Board members present agreed to move the monthly board meeting day/time to Thursday evenings on the 3rd Thursday of the month at 7pm. Sept 17, Oct 15, Nov 19 and Dec 17.	Julie will add the new Executive Committee wording to the By-Laws and then send them out to the BOD. Anna will send a new Zoom meeting invite for the 3rd Thursdays at 7pm. Next meeting is August 28th Friday at 4:15pm in person. Open to the public.
Finance Committee (Jacob/Alan)	• Cash balance at end of June: \$116K (checking) and \$22K (138K total), plus \$55K in investments. • Still considering obtaining a line of credit (\$150K) using the building as collateral. BCS would only get charged if we use it. Don't need it right now. Only use it if we have a cash flow problem. • P&L through June is looking good. Breaking even (less staff and less enrollment). • FY27 Budget ○ Found that full subsidy enrollment brought in more \$ than those with no subsidy. We'd like to start requiring all to apply for subsidy. If they don't qualify, we'd like to increase the tuition amount (above full subsidy) up closer to the cost of care. ○ We are getting closer to balancing the FY27 budget (\$30K deficit). Talking about fundraising and grants to balance it. ○ If we can hire teachers, we will have 1 preschool classroom with 13 students. ○ The Finance Committee is still refining the budget and meeting regularly. ○ State Subsidy, CCFAP, Act 166 are all available funding streams for preschool. Parents have to apply for each separately. Act 166 is the most difficult to complete. Reimbursement gets credited toward their tuition so BCS doesn't benefit unless the family is on full subsidy. We support families to fill out this paperwork. We talked about the possibility of having board members help complete paperwork at our in-person August 28th meeting.	

	○ By Aug 3rd we will let the public know if BCS will have a preschool classroom. We need teachers to make this happen.	August 3: a decision will be made about whether or not the preschool can open. Jacob will do a quick check on the budget to see what it looks like if we do not have a preschool.
Playground Committee	• Gracie and Anna are meeting regularly. We need new playground equipment to keep children engaged while outside. • Gracie will send out a blurb to the board that we can use to post a request to the community (FB, FPF, etc.) for playground equipment to use for the short-term. • Long-term: Brainstorm big ideas. ○ Big picture dreams. Fundraise for it. ○ Looking into companies who make great playground equipment. • Goal is to present at the August meeting to start people thinking/dreaming. • Spring 27 is the targeted groundbreaking.	Gracie to share a short few sentences with the Board about what BCS would like on their playground now. Playground Committee may present the idea of a new playground at the 8/28 meeting with families.
Handbook Revision Committee	• Immediate vision: look at both staff and parent handbooks and remove Head Start and Howard therapeutic references and anything else that is outdated. Dan to review followed by Julie.	Dan to review handbooks. Julie can review as well after Dan.
Adjournment	The meeting was adjourned at 8:05 by Anna Howes Gebhardt	

Next scheduled meeting: Friday, August 28th, 2026 4:15pm at BCS in person with staff and families.

These minutes were approved with votes from 6 of the 7 members (a quorum) who were present at the meeting.

Signed: 

8/13/26

Name (Chair)

Date