

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

Board Members Present:

Alan Matson, Anna Howes Gebhardt, Julie Springer, Megan Mossey, Molly Lawrence, Molly Scaife (non-voting)

Board Members Not Present: Charlotte Blend

Other Attendees: Katlyn Bullis, Jacob Breslin, Grace Clement, Jesse Milligan

Agenda Item	Notes	Next Steps
Call to Order	The meeting was called to order at 12:00 p.m. by Alan Matson	
Approval of Past Minutes	Minutes from the December meeting were voted on and approved unanimously: 4 out of 4 present. Julie will correct Alan and Dale's names before sending out for final signature.	Julie to correct minutes, sign and send to Molly for posting. (Done)
Introductions	<p>Jacob Breslin is a potential board member. He is the former Business Manager of BCS and was the condo board treasurer for 2 years. Loves BCS. Starts Environmental Defense Fund job this month.</p> <p>Grace Clement: Taught at BCS for 3 years in the past.</p> <p>Jesse Milligan: Worked for Howard and partnered with BCS professionally. She is currently a BCS parent of a child, who has a disability.</p>	
Fundraising & Donations	Another \$6,700 has come in in the last month, compared to \$3-4,000 last year at this time. One donor of \$2,000 has not given yet.	

**Director's
Report
(Molly S)**

Program:

- Another preschool teacher vacancy. Last day 1/30/26. 3 preschool teachers have left in 1 month. There is an interview with a preschool candidate next Wednesday.
- The current plan for the preschools is to combine the 2 classrooms into 1 room with 19 children. Both classrooms will still be used, and there will be a gate between them. Smaller groups will be taken into one room, and there is also the opportunity for more gross motor space.
- 2/7/26: Preschool classrooms will be closed to allow teachers time to modify rooms to reflect the new preschool model. Starting 3/4/26, BCS preschool will be closed every Wednesday at 1:00 to allow for planning time. This aligns with public school PS schedule.
- An email was sent to families about these changes.
- An enrollment survey/poll (emails) has been sent out to families with eligible preschoolers for 2026-2027, and a general email was sent program-wide to start the enrollment process.

Community Partners:

- Weekly collaborative meetings continue with Head Start and the BSD for preschool. These have been strengthening our relationships with them.
- Howard Center's mental health clinician position has just been filled, and an observational visit happened recently.
- Head Start is working closely with us to support the preschool transition/plan.


Financials:

- We are still waiting on the Farm to School Grant.

<p>Board Development (Anna)</p>	<ul style="list-style-type: none"> • We need to determine who will run board meetings until we populate the executive committee. Alan indicated that it can be anyone on the board. Someone should be designated before the February meeting. • Anna has had conversations with First Children's Finance around enhancing/supporting our board. • Jen Severance (FCF) and LouAnn Benenati (FCF consultant) have asked what questions we have and have offered a consultation. Anna is gathering questions to ask Jen and LouAnn. Most people are available from 5:30-7pm. • FCF offers trainings for boards which are likely free. Trainings bring multiple child care boards together in one place and can help build relationships between child care center boards. • Molly has connected with a new mentor who can support board development. 	<p>Board members should consider being the meeting moderator.</p> <p>Anna will send out a doodle poll for dates to meet with Jen and LouAnn. (Done)</p>
<p>Financials 2025 (Alan)</p>	<ul style="list-style-type: none"> • Tabled due to time. 	
<p>Budget 2026 - 8 months (Alan)</p>	<ul style="list-style-type: none"> • Alan shared the 2026 budget for the first 8 months. • Expenses are based on staffing levels prior to the planned preschool merger. Wages and benefits may drop if we establish and continue combined PS rooms, however, we want to fill one position as Katlyn cannot stay in the classroom during Molly's maternity leave. • Higher student absences than what is budgeted can lead to more subsidy losses. • The preschool has a waitlist and we can fill slots if families need to leave due to the new PS schedule. • We show a surplus for 2026 relative to 2025 mainly due to reduced staffing (2.5 staff/classroom). • Elliot is graduating in May and will be hired FT. • The board voted on the 8-month 2026 budget. It passed unanimously: 5 out of 5. 	

<p>Maternity Plan (Molly)</p>	<ul style="list-style-type: none"> • Molly has filled in Emma’s maternity leave template. • Katlyn, Rosie and Erin are providing coverage during Molly’s leave. Gracie is covering grants. • Molly will be contacted during maternity leave to make policy changes and other big decisions. • She will work P/T in August (and maybe limited hours in July) • Calendar date invites have been sent to those covering. • She is working on “how to” guides. • Katelyn will cover the board. 	<p>Molly to share the plan with board members. Board members can reach out to Molly with questions. (Done)</p>
<p>Executive Session</p>	<ul style="list-style-type: none"> • Entered Executive Session 1:00 • Exited Executive Session 1:01 • Output from Executive Session – 3 new board members were unanimously voted in (5 out of 5). New board members: <ul style="list-style-type: none"> ○ Jesse Milligan ○ Jacob Breslin ○ Grace Clement 	
<p>Adjournment</p>	<p>The meeting was adjourned at 1:01 pm by Alan Matson</p>	

Next scheduled meeting: Friday, February 27, 2026 12:00-1:00 via Zoom.

Signed:  3/10/26

Name (Chair) _____ Date _____