Burlington Children's Space
Board of Directors - Meeting Minutes
May 22, 2026 - Zoom Video Conference

Board Members Present:
Anna Howes Gebhardt, Jacob Breslin, Jesse Milligan, Julie Springer, Megan Mossey, Molly Lawrence
Board Members Not Present: Molly Scaife (non-voting, maternity leave), Gracie Clement
Other Attendees: Josie Slade, Deb Patsky

Agenda Item	Notes	Next Steps or Outcomes
Call to Order	The meeting was called to order at 12:04 p.m. by Anna Howes Gebhardt.	
Introductions	• Josie Slade is BCS's interim director. See the Director's Report for more information. • Deb Patsky is a potential Board recruit. She started out in the HR field in the Air Force. Has an MBA with strong HR focus. Has worked in HR/ personnel/business for her career, including 4 large corporations, and has recently retired. Wants to use her business/HR expertise to make a difference for a non-profit board. She is very familiar with BCS (Molly S's MIL). She can help with HR and maybe fundraising.	
Minutes Process Review	Checked in about the newly instituted minutes process. People agree that it works well and provides timely information for staff and board members who are not able to attend. We will continue to approve minutes by email within 1 week post-meeting, and, after they are signed by the Chair, they will be posted to the BCS website and on the staff bulletin board. Minutes will also be emailed to staff.	

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<td>Program Updates (Josie/Anna)</td>
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Transitions:

Molly had her baby last week: Oliver. Everyone is doing well.
Anna worked with First Children’s Finance and Northern Lights to determine licensing requirements for a BCS interim Director (ID). Director requirements vary by # of licensed child slots. BCS had 60 licensed slots, although has never run with that many children. Anna reduced our # of slots to 59 to reduce the requirements needed for the Director position. Josie meets these Director requirements and is now the interim Director.
Although anyone can sub for a director for up to 60 days, naming a qualified Interim Director removes the possibility of an additional leadership change over the summer.
As ID, Josie must spend 40% of her time out of the classroom: 16 hours/week. She is in the classroom in the morning and works out of the classroom as ID in the afternoon.
Staff was very generous with gifting time off to cover Katlyn’s time away. She is covered through mid-July. BCS is holding her infant slot until she returns.
Separation letters were sent to 2 preschool staff who lost their jobs due to the closing of the preschool classroom. Our goal is to reopen a preschool classroom for Fall 2026. Staff who left BCS will be able to re-apply for positions once they are posted.

Programming:

The focus right now is on safety and enhancing outdoor activities.
Staff has stepped up in really big ways. Josie is feeling very supported by everyone.
Our goal is to reopen a preschool classroom for the fall, assuming the budget will support it.
We look forward to better defining the BCS mission, curriculum and culture as we move forward without the need to meet Head Start requirements.

Community Partners: Early Head Start

Early Head Start (EHS) will no longer be part of our I/T programming beginning 8/14/26, our last day of summer programming. Families and staff have been notified.
BCS was the only Champlain Valley Head Start program that was not 100% CVHS. Federal rules require that EHS/HS must be 100% enrolled or they

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Finance Committee (Jacob/Alan)	• Things look positive for getting through the summer without a preschool classroom based on cash flow estimates through August. • Checking account is predicted to go from 134K down to 43K in August. Average monthly deficit around $33K. • Balance Sheet: 156K in bank account plus 48K investments. • Alan and Jacob are working to establish a line of equity at NSB. It will be on "hold" in case we need it as a safety net, especially when we get to August/ September payrolls. It is easier to set this up now, when we have a better balance sheet. We do not yet know the interest rate or time period. • The new fiscal year starts in September. Jacob will be developing the Sept-Aug budget in the next 1-2 months. • Josie and Rosie got raises to reflect their new responsibilities. • Jacob, Megan and Anna will meet to review the financials prior to the next Board meeting.	
2 Proposed Ad Hoc Committees (Anna)	• Playground Committee: The playground is in desperate need of being updated. We need more fun things to do outside to reduce negative behaviors. It hasn't been redesigned in decades. • Handbook Revision Committee: Anna would like to pivot the Board Governance Committee to this new Ad Hoc committee. Anna is signed up for a 4-part Northern Light "Handbook" training. Looking for others to also sign up.	

Personnel Committee	• Meeting with staff around EHS went well. Lots of loss to navigate. MH support is ok for now.
	• Teachers could use some other support.
	   ○ Mulching: Jessie to set the date and time and invite families and Board.
	   ○ COLA raises.
	   ○ Food on site was very supportive (Teacher Appreciation Week). Consistent support would be great: food, seltzer, etc.
	• Staff would like transparency around preschool status for the fall. Until we have a good grasp of the budget, we cannot guarantee that there will be a preschool classroom. We can, however, agree that it is a major goal. We may not know the answer for at least 2 more months.	

Board Structure Committee (Ad Hoc)	• This is Molly Lawrence's last meeting on the Board. Thank you, Molly! • Molly Lawrence has put together templates for Board recruitment and will send them out. They are drafts (not BCS unique). She can help for the next few weeks. • There are 2 other Board recruits in the works (legal, social services).	
New Board Member	The Board voted unanimously (6 out of 6) to accept Deb Patsky as a new BCS Board member.	
Board Meeting Time	We briefly discussed moving the Board's regular meeting day/time to something outside of the work day. This would work better for some board members and allow BCS staff participation. One option that looked promising was meeting the fourth Thursday in the evening at 7pm. Another suggestion was to alternate Thursday evenings with Friday afternoons every other month.	Anna will send something out to the Board to determine the feasibility of a Thursday evening meeting.
Adjournment	The meeting was adjourned at 1:17 by Anna Howes Gebhardt	

Next scheduled meeting: Friday, June 26, 2026 12:00-1:00 via Zoom.

These board minutes were approved with updates from Anna on 5/28/26 with 7 of the 7 attending members all approving them via e-mail.

Signed: 6/1/26

Name (Chair) Date