

**Burlington Children's Space
Board of Directors - Meeting Minutes
May 23rd, 2025 - Zoom Video Conference**

Board Members Present:

Alan Matson, Alissa Carberry, Charlotte Blend, Julie Springer, Megan Mossey, Molly Lawrence, Molly Scaife (non-voting)

Board Members Not Present:

Visitors: Emma Bissonette

Call to Order	The meeting was called to order at 12:03 p.m.	
Minutes	Minutes were not approved from April and will be reviewed along with May minutes at the June 2025 board meeting.	
Introductions	Introductions were made with Emma Bissonette. Emma has worked in HR for 12-14 years. Private sector and federal HR experience. Passionate about HR/Administrative law.	
Director's Report (Molly S)	<p>Classroom is still very challenging. 4 kids need 1-on-1 attention. If they don't get it, they destroy the room. 1 is very physical. Goes to public PS in the fall. We need to find ways to address it. A meeting is scheduled with the family. We need to put the policy into practice. We will put together a flow chart. We will consider sharing with families at the beginning of the 25-26 school year.</p> <p>A parent came and fixed the studio door!</p> <p>Work day on 5/31 from 8-12. May spend time on the studio to make it more therapeutic (remove wooden blocks, etc.). Work on the PS classroom.</p> <p>Open position on OT room makes coverage tough.</p> <p>Mo in Aqua PS leaves 6/6. A new person has been hired (Abby).</p> <p>HS funding should be in place for next year.</p>	

<p>Financials (Alan)</p>	<p>SFG has been extended for 1 more year. Then it will have a new model. \$ is straight from the feds. We will get 50K beginning Q4.</p> <p>18-20% of CCFAP is federal funds. Act 76 is required to be funded. If fed funds go away, state must still fund CCFAP fully.</p> <p>Budget to actuals: Net income to date is down about \$15K (<\$4K/month). Better cash flow in April. Employee costs are \$22,500 over; payroll taxes are \$2,300 over. Some legal fee expenses are ahead but will be capped by insurance.</p> <p>Balance Sheet: \$151,000 Bank Accounts. \$8K Rivet is not ours.</p> <p>Tuition: Act 76 - can only increase tuition by a fixed amount every year based on inflation. On June 30th, can increase for the year. Big levers in child care: enrollment, staffing and tuition. Alan meeting with First Child Finance to discuss options. Recommend to the Board that we go away from sliding scale tuition. CCFAP creates its own sliding scale. Up to 575% FPF qualify for CCFAP. Only 2-3 families are above that. That would mean families at less than or equal to 700% FPL, tuition is full subsidy rate reduced by CCFAP. Why 700%? This encourages all families to apply for CCFAP...incentive. 575-700% would pay full CCFAP rate. Families above 700% would pay full cost of care tuition, which is higher than state subsidy. % annualized child care costs ranges from 0% up to 16% of income, scaling up as income goes up. Changes would take place Sept 1. We will vote on this in June.</p> <p>For June, we will vote on this:</p> <p><i>For all families whose income is at or below 700% of FPL, the tuition will be the full subsidy rate reduced by any amount received from CCFAP. For all families who are above 700% of FPL, they will pay full cost of care tuition.</i></p>	
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Executive Session	Entered executive session on 12:59 p.m. Exited executive session on 1:09 p.m.	
Board Composition	Emma Bissonette was unanimously voted in as a new board member. Kate Cowles gave her notice and is no longer on the board.	
Adjournment	The meeting was adjourned at 1:10 pm	

Next scheduled meeting: is June 27, 2025, 12-1pm on Zoom.

Signed:  6/27/25
Name (Chair) Date

