

Burlington Children's Space
Board of Directors - Meeting Minutes
August 28, 2026 - In-Person Community Meeting

Board Members Present: Jacob Breslin, Anna Howes Gebhardt, Jesse Milligan, Dan Martin, Gracie Clement, Debra Patsky (via phone), Molly Scaife (non-voting)

Board Members Not Present: Julie Springer and Megan Mossey

Other Attendees: Members of BCS staff and community

Agenda Item	Notes	Next Steps or Outcomes
Call to Order	The meeting was called to order at 4:26pm by Anna Howes Gebhardt.	
Introductions	This is our first annual in-person community meeting! We hope to hold a public meeting at BCS every August with a Family Dinner to start the new school year. The reasons to do this are: • To kick off the school year with a community social event • To match the start of the school year with the approval of the budget, the start of a new fiscal year, and the election of a new Executive Committee • To publicly elect the Executive Committee • To plan for the future together as a community	
Recruitment and Recognitions	Board recruitment is ongoing and welcome; we are looking especially for individuals with experience in fundraising. The Board meets on the 3 rd Thursday of each month at 7pm on Zoom. We also recognize and thank Katlyn, Molly, and Josie for their leadership this summer.	

Executive Committee Nominations & Elections	The following Executive Committee was nominated by Anna Howes Gebhardt: Anna Howes Gebhardt as Chair Gracie Clement as Vice Chair Jacob Breslin as Treasurer Julie Springer as Secretary	This vote was seconded and passed unanimously (6/6 voting members present). This Executive Committee will serve a one-year term, ending in August 2027. If/when anyone decides not to re-run for their position for the following year, that person is responsible for recruiting (and ideally training) their successor.
Director Report from Molly	Staff Updates • Acorn has resigned; a new teacher, Beckett, starts in the Young Toddler Room with Josie and Alison on 8/31. • JB has joined as our new cook! • The Infant Room and both toddler rooms are fully staffed, with Katlyn helping part-time in Infants. Katlyn's flexibility saves us the money of hiring a different staff member for Infants. • Still interviewing for Pre-K roles. • Alan is resigning as Business Manager; plan is for Rosie and Molly to assume his responsibilities for the time being. Program Updates/Enrollment • The goal is now to re-open the Pre-K on October 1st with 13 spots. • There are a couple of open spots in the Infant and toddler rooms. • Our partnership with HeadStart officially ended 8/14. • The Family Handbook was recently updated by Molly, Dan, and Julie, and will be distributed to families soon. • Sheila is collecting donations via Venmo to start a Free Library in Lily's memory (@Sheila-Pijanowski). This Free Library will be put by the sidewalk outside BCS.	Regarding hiring, there's a possibility that paying for our ads to be sponsored by Indeed is not the best use of our money. Anna and Molly will continue discussing this.
Financial Updates (Jacob, Anna)	The Board's goals when creating FY27's budget were: • Simplify tuition calculation such that each child's tuition is comprised of the	The COLA was voted on and passed unanimously (6/6 voting members).

Members of Finance Committee: Jacob, Anna, Megan, and Molly	subsidy amount they qualify for from the state plus their private contribution plus BCS's contribution ● Offer a COLA (cost of living increase) for all staff ● Create a balanced, sustainable budget Breakdown of the Budget The annual budget's revenue is calculated by: ● Subsidy tuition from the state (\$687,284) ● Private tuition (\$158,600) ● Act 166 tuition (once we re-open the Pre-K; \$53,378) ● CACFP Food Program (\$45,000) ● Grants we already know about (\$40,722) ● Rent from Vermont Stage in the front of the McClure building (\$26,529). Our expenses are calculated by: ● Wages (reflects the 3% COLA increase; \$672,397) ● Employee benefits (\$133,619) ● Classroom expenses (\$24,850) ● General admin, payroll taxes, audit, insurance (\$140,884) ● Professional development (\$4,500) ● Food program expenses (\$33,750) ● Building costs and cleaners (\$89,475) To balance the budget as outlined above, we will need to raise \$83,461 this year via fundraising and grants. This will allow us to break even. These numbers assume full enrollment of all classrooms, leading to a total of 35 students. They also assume full staffing. Thus these predictions will not be accurate for a few more months until we open the Pre-K again.	The budget was also voted on and passed unanimously (6/6 voting members). The COLA increase will take effect September 1st for veteran staff. For newer staff, it will go into effect after 60 days of employment. This wage increase accounts for about \$25,000 of the amount we need to fundraise.
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Playground Committee Update (Gracie/Anna, ad-hoc)	The playground needs to be redesigned and redone. The process we will follow to redesign the playground is: 1. Host “dream” sessions with staff, Board members, and community members to gather ideas and hopes for the new playground 2. Get quotes from builders/designers 3. Fundraise! 4. Goal is to break ground in summer of 2027	We are looking for new members for the Playground Committee! Anna and Gracie are both non-local, so having volunteers on the ground in Burlington would be excellent. Jacob mentioned a United Way program that supports fundraising; he will look into it and let us know.
Priorities for Next Meeting	In September, we will prioritize approving our Board by-laws and the Board calendar, which were recently completed.	
Adjournment	The meeting was adjourned at 5:24pm by Anna Howes Gebhardt.	

Next scheduled meeting: Thursday, September 17th, 2026, 7:00-8:00 p.m. via Zoom.

These Board minutes were compiled by Vice Chair Gracie Clement in the absence of Secretary Julie Springer.

These Board minutes were approved on 9/4/26 with 6 of the 6 voting members approving them via e-mail.

Signed:



Name (Chair)

09/08/2026

Date