

**Burlington Children's Space
Board of Directors - Meeting Minutes
June 26, 2026 - Zoom Video Conference**

Board Members Present: Anna Howes Gebhardt, Gracie Clement, Debra Patsky, Megan Mossey, Molly Scaife (non-voting), Jacob Breslin

Board Members Not Present: Julie Springer, Jesse Milligan

Other Attendees: Alan Matson, Dan Martin

Agenda Item	Notes	Next Steps or Outcomes
Call to Order	The meeting was called to order at 12:03 p.m. by Anna Howes Gebhardt. This meeting is to be recorded via Zoom Cloud.	
Introductions	Dan Martin is a potential Board recruit. He lives in the ONE of Burlington, has two young children, and is involved in the Sustainability Academy community. Heard about us through Molly. He is an attorney with recent work in consumer protection. Interested in learning more about the BCS program.	
Program Updates from Josie (BCS Interim Director), Anna, and Molly	Staffing Updates: • Staff members have expressed a desire to know more about behind-the-scenes happenings at BCS. Josie and Anna held a Zoom meeting two weeks ago to answer questions and fill in information. There were two staff attendees who both found the meeting helpful. • Molly is back from her maternity leave very part-time, working remotely only a couple of hours a day. Molly will be onsite at least 16 hours per week in August (when Josie's period as Interim Director ends). • Molly, Katlyn, Josie, and Anna met last week to discuss easing Katlyn and Molly back into leadership at BCS. Katlyn anticipates returning part-time in mid-July. • The RIVET conference was yesterday and today. The staff was excited to be there.	

	Hiring and Enrollment: • Molly is interviewing a sub who they're planning to hire. • Molly is working on job listings for infant/toddler teachers. • Molly is also working on enrollment for the infant room. • By 7/17, Molly and Anna would like to feel confident to post the pre-K job openings. Then they will begin enrollment as soon as teachers are hired. Family Involvement: • BCS recently held a Saturday playground sprucing effort to spread mulch. Big success. Staff, Board members, and families attended. It was a very effective community-building day; it feels important to hold more events like this. Thank you to Jesse for helping organize this! • Since HeadStart is ending at BCS, Erin is helping HS families weigh their options for August. Erin would be open to offering one-off project support to the Board, but declined invitation to be a member.	
Finance Committee (Alan/Jacob)	Finances Update: • Available cash total is \$195k ◦ Checking: \$126k ◦ Money Mkt: \$22k ◦ Investment: \$47k ◦ Total: \$195k • Negative cash flow is projected for June, July, and August. Reduced staffing and reduced enrollment in pre-K has not been disastrous, but it is financially important to reopen the pre-K in the fall. • Most things are going along as budgeted. • Our role as fiscal sponsor for RIVET will end at the end of July—\$2-4k will be realized in July. Alan would not	

	recommend fulfilling this role in the future due to additional work load extraneous to the role. First Draft of FY27 Budget: • Anna, Megan, Molly, and Jacob have created a model budget, very first draft, for FY27 (September 2026-August 2027). • This draft uses very broad estimates for enrollment and staff pay at this point, since so much is unknown. • Looking at \$186k loss next year, mostly due to the loss of HeadStart. • Starting to think about restructuring the way subsidy/private tuition is calculated. True cost of care at BCS is about \$2500/month, but the maximum subsidy we offer is about \$2100/month, and HeadStart prohibited us from charging the difference as a copay. Since we're not in HeadStart anymore, we can consider charging that. BCS has always covered it in the past. • Anna expressed a desire to clearly communicate the "scholarships" that are being offered to make up that difference. Currently we are offering \$267k in these "scholarships" per year.	
Personnel Committee & Handbook Revision Committee (ad-hoc)	Staff retention: • The ultimate goal is to attract and retain high quality educators. • We've had to adjust benefits somewhat, but they're still very good for the field (BCS now covers 80% instead of 100% of staff health insurance, for example). • BCS already offers one of the highest hourly pay rates in the area. • Debra suggested giving staff a clear document that describes the value of the benefits they receive at BCS so there is transparency about just how much BCS is providing. Paid time off:	

	- BCS employees currently get up to 9 weeks of paid time off per year. This is above and beyond, plus we pay out that time if they leave, which can cost BCS a huge amount. - Molly, Deb, Anna, and Jesse will be an ad-hoc committee to work on BCS's paid time off policies. The goal is to have this ironed out for all staff by the reopening date in August. Community involvement: - Jesse has floated the idea to have an annual "spruce up the playground" day in the summer for community building and to help take care of the outdoor space. Suggestion to have it in June. Staff support: - Jesse has offered to come to every other half day/staff meeting to support staff's mental health needs. Idea to create a staff support team that could show appreciation for staff throughout the year instead of just Teacher Appreciation week.	
Board Governance Committee	- Julie and Anna recently attended a Board Governance training with Northern Lights. - Julie made a draft of an annual calendar for the Board with plans/tasks for each month. This will go alongside a Board agreement for members to sign. The goal is to create more clarity around expectations for the role.	Please review this draft. Board members should email other important dates to Julie for inclusion. We will review the calendar at our July meeting.
Playground Committee (ad-hoc)	Anna asked for volunteers to join an ad-hoc Playground Committee to make a plan for redoing the playground. This is a priority, as the playground really needs to be updated.	Playground Committee volunteers: Gracie, Anna, (Katlyn), Molly
Adjournment of Open Meeting	The open meeting was adjourned by Anna Howes Gebhardt at 1:01 p.m. Current Board members stayed afterward to conduct a vote.	

New Board Member	The Board voted unanimously (5 out of 5) to accept Dan as a new BCS Board member.	
Changing the Board Meeting Time	• Board members agreed to move the July Board meeting to 7pm on Thursday the 23rd. If this works well, we will make it the official schedule starting in September (4th Thursday of the month at 7pm). • The August Board meeting will remain an in-person meeting at 4:15 on Friday, August 28th.	
Final Adjournment	The additional session was adjourned by Anna Howes Gebhardt at 1:06 p.m.	

Next scheduled meeting: Thursday, July 23, 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.

Edits were made as suggested by Julie and Anna on 6/28/26.

These Board minutes were approved on 7/9/26 with 6 of the attending members approving them via e-mail.

Signed:



Name (Chair)

8/14/26

Date