Children’s Center Board of Director’s Meeting
Minutes

December 1, 2021
1:40pm-3:00pm

Presiding Chair: Brian A. Kerr, Interim Vice President of Enrollment Management & Student Affairs

Members Present: Nadia Griffith-Allen, Yvette Caton, Katelyn Seodarsan, Kelly McWilliams, Rebecca Weiss, Emily Diaz, Linda Reynolds, Priscilla Vidal, Lisa-Marie Williams, Linda Soleyn.

Guests: Helen Cedeno

Recording Secretary: Michael Lee

Order: Children’s Center Meeting was called to order at 1:37pm. Quorum was achieved. All members present.

A. Welcome and Introductions

Brian Kerr opened the meeting. Introductions were made by all attendees in the meeting. Emily Diaz is a new member on the Board serving as the Parent Representative.

B. Approval of Agenda Items

Rebecca Weiss motioned to approve the Agenda items and seconded by Nadia Griffith-Allen. The motion passed unanimously.

C. Approval of Minutes from Board Meeting-May 3, 2021

Nadia Griffith-Allen motioned to approve the Minutes for the May 3, 2021 Board Meeting and was seconded by Linda Reynolds. The motion passed unanimously.

D. Approval of Motion- Student Parent Representative-Emily Diaz

Katelyn Seodarsan motioned to approve Emily Diaz as the new Student Parent Representative and was seconded by Linda Reynolds. Emily is a current John Jay student. She served in the Coast Guard, and is a Coast Guard Veteran. Her son is also enrolled in the Children’s Center at John Jay. The motion passed unanimously.
E. Financial Report: Helen Cedeno
- Executive Summary-FY 2021
- Financial Statements
- Auditor’s Report

Helen Cedeno broke down the financial documents that were given to the board.

The Audit Committee met on Monday November 29, 2021. While the Center’s revenue decreased, there was an overall increase in net assets by $181k or 38% due to the decrease in expenditures from the College being closed. Five months of funding was lost from NY State. NYS provided 65% or 7 months of support of the Center, and was reflected as a receivable at the end of the fiscal year. The actual cash was received in August 2021 (new fiscal year). The center is in good standing to finish the fiscal year. Helen noted that there were no findings on the auditor’s report to the board, and that all items requested from the Accounting Office were provided and disclosed to the auditors.

Linda Reynolds motioned to accept the Center’s Financial Report and was seconded by Nadia Griffith-Allen. The motion passed unanimously.

F. Proposal and Discussion to Increase Teachers Salary by 2 percent

Nadia Griffith-Allen motioned to discuss the Proposal to Increase Teachers Salary and was seconded by Emily Diaz. Linda Soleyn states that the Children’s Center has had a high turnover of staff due to COVID-19, as well as other reasons. She was able to find Masters level teachers after our return to campus. The teachers that are hired must be certified, thus increasing how much they are paid. To be competitive and be on par with the Department of Education, an increase of 2% is proposed.

Nadia noted that we have lost staff to other schools who pay more and to continue to have quality teachers, we must be competitive with the salary. She notes that teachers are in high demand and also to keep up with the standard of living, this increase should have happened years ago.

The motion to pass this proposal was approved unanimously.

G. New Business:
   a. Projected Budget FY ’23-Children’s Center Business Office
   b. Director’s Report

Linda Soleyn broke down the excel spreadsheet for the center’s projected expenses for FY ’23. She anticipates more federal funding to come in from the Stabilization grant as well as the Build Back Better plan. This amount could increase from the currently projected $80,000 to around $106,000.

The projected expenses for Personnel is high, currently at $300,600 but anticipates more teachers will be hired in the future.

Linda's investigation into the CACFP Food Program indicated that we were incorrectly charging members of the center for food. The members cannot be charged for food if we are part of the
CACFP program-a Federal Food Feeding program. Most of the members of the center are low income families and it is unfair to charge them. Moving forward, they will no longer be charged for food.

The Children’s Center reopened on August 2, 2021 this year. New staff were hired as well. There are currently 7 staff at the center (5 teachers, 1 administrative assistant and the Director). A search to replace the Enrollment Coordinator’s position and another Assistant Teacher, is underway.

The center renewed all licenses to the year 2023. All audits on the center were passed. There are 12 children currently enrolled. More will be enrolled as the campus continues to fill up. There have already been inquiries for the Spring Semester.

The Children’s Center has partnered up with the North Side Center for Child Development, which helps give feedback to the teachers about the children. Parents workshops are planned, as well as workshops for teachers.

Linda is currently is the process of organizing toy/gift donations for the children in the center. She has reached out to a few outside organizations as well as Declan Walsh from the Community Outreach and Service Learning department in John Jay College to see if they are able to assist. Rebecca Weiss mentioned that she is willing and able to get a good amount of items that can be donated and will reach out to Linda for further arrangements.

Meeting adjourned at 2:30pm.