



*SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."*

P.O. Box 8, Silverado California 92676 • www.smrpd.org

**Silverado Children's Center Oversight Committee  
Meeting  
Tuesday, August 2nd, 2022, at 2:00 PM  
Silverado Community Center  
27641 Silverado Canyon Road, Silverado, CA**

**Committee Members**

**Isabell Kerins: President**  
**Julie "Rusty" Morris: Vice-President**

**Staff**

**Laurie Briggs: SCC Director**  
**Stephanie Dodge: SCC Tuition Specialist**

**Minutes**

**I. CALL TO ORDER** - Meeting was called to order at 2:06 PM and was held in person at the Silverado Community Center.

**II. ROLL CALL** – Director Morris, and Director Kerins, were present in person at the Silverado Community Center. Staff present were Laurie Briggs, Stephanie Dodge and Jo Marie Varela. Guests present was Sarah Pizzarusso.

**III. PROGRAM REPORT UPDATE**

**Staff Comments:**

Laurie Briggs: Discussed Program Report. Noted two new canyon children for a total of 8 canyon children currently enrolled. There are a total of 46 children currently enrolled. Staffing remained the same, with open positions to be filled.

**Public Comments:**

Sarah Pizzarusso: Noted that she would like to do more outreach to the canyon community once staffing levels are increased so that new enrollments can be admitted. Noted that the canyon community has been engaged but are not very responsive.

**Staff Comments:**

Laurie Briggs: Agreed that a survey to the canyon families would be a good idea.

**Board Comments:**

Director Kerins: Inquired if there was a way to continue to engage the canyon community children. Requested an update be included at the August Board meeting. Advised that once staffing levels are reached, SCC should conduct an outreach to understand why more of the canyon families have not enrolled. Noted that as part of the outreach, the SCC can be added to an SMRPD newsletter.

Director Morris: Inquired about the discount offered to canyon children.

**IV. NEW BUSINESS**

a. New Hires

**Staff Comments:**

Laurie Briggs: There are four new hire approval forms to present for approval.

b. Salary Adjustment Proposals

**Staff Comments:**

Laurie Briggs: Presented new Pay Scale recommendations for current employees in order to be competitive with the rates being offered for new hires. Discussed the animal care position and suggested it will be an average 10-15 hours per week. Discussed a recent employee resignation and created a new position that would help fill current employment gaps.

**Guest Comments:**

Sarah Pizzarusio: Explained the new position in more detail and the possibility of possible remote work options for the position. Presented a new tuition budget projection report with projection justifications. Revenue projections are budgeted conservatively, whereas expenses are estimated more aggressive to anticipate worst case scenarios. Tuition is based on a more stable staffing level with all classes having an average of 90% capacity monthly and based on staffing projection goals. Anticipated number of students to reach is 44 a day, with an average of 54 enrolled students at average tuition rate of \$964 per month, with an estimated \$47,433 monthly tuition. Expenses are determined based on the current budgeted expenses. Payroll expenses were based on a 20% increase, assuming an increase in staff. Overall, estimating an updated net income of \$48k still possible with suggested staff payroll increase. Annual rate for hourly staff is calculated based on hours per week needed at 50 weeks per year. Discussed that the new, requested administrative assistant role is included in this new proposed budget. Noted that by January, if programs are working well, SCC can increase to approved ratio by state standards. Based on the new projected budget being presented, proposed salary increases can be justified.

**Staff Comments:**

Laurie Briggs: Noted that the current staffing levels do not justify scheduling staff past 5 PM closure. Noted that the proposed salaries are needed to attract new, quality employees. Advised that the summer program is running well, and the new deck project is in progress. Requested that the Oversight Committee meeting be moved to later in the month so that the Program Report can be completed in time for the monthly committee meeting. Requested the September meeting be moved to September 9, 2022 at 10 AM.

**Board Comments:**

Director Kerins: Requested annualized numbers for the proposed salary adjustments so that the main budget can be updated.  
Director Morris: Inquired about the animal care position.  
Director Kerins: Noted that the original budget was created before staffing issues began. Inquired about extending the 5 PM close time to understand if the center times may be limiting enrollment as most people work until 5 PM and would need time to commute to pick up children. Noted the increase staff salaries may delay other deferred maintenance projects needed around the school.

c. Introduction of To Do Priority List

**Staff Comments:**

Laurie Briggs: Advised that the new To Do Priority list was created as an annual SCC calendar. This new priority list will be brought to each Oversight Committee meeting to update monthly progress.

**Guest Comments:**

Sarah Pizzarusio: Noted that the first page is the current to do items, annual items are on the second page. Noted that they will add a monthly item to the calendar to meet agenda due dates for each monthly board meeting.

**Board Comments:**

Director Kerins: Requested that the budget be added as a line item to the annual calendar for a January start date, including new tuition and recruitment plan. Requested a change to the Enterprise System date to August 10, 2022.  
Director Morris: Requested more detail on the E0nterprise System requirements.

**V. OLD BUSINESS**

a. Van Registration Update

**Staff Comments:**

Laurie Briggs: Noted that Capri advised that all that was needed to add drivers to the plan was to download the employees DMV record and put a copy in the van registration binder. Requested additional documentation on driver requirements from Capri.

**Guest Comments:**

Sarah Pizzarusio: Advised that the SCC manual notes that SMRPD is responsible for keeping the registration valid.

**Board Comments:**

Director Kerins: Advised that the SMRPD handbook requires the director of the school to renew the van registration. Noted that she will provide a copy of the 2018 SMRPD handbook.  
Director Morris: Inquired for the total cost of the van registration.  
Director Kerins: Noted that the increased daily limit will need to be approved at the next board meeting for the van renewal.

b. Construction – Updates

**Staff Comments:**

Laurie Briggs: Advised that she will plan to have staff scheduled off a few days of the week during construction. Noted that the suggested retaining wall may need approval by OC Parks. Discussed black tubing that can be put on the fence to help increase fence safety for the children. Discussed holding on the other wall adjustments. Requested paint be kept the same color and that the wood trellis remain sealed wood.

**Board Comments:**

Director Kerins: Noted that they are waiting on Sarsk's insurance before construction begins. Deadlines were discussed. New door options discussed for the classrooms. Noted that the contractor recommended a small retaining wall with the chain link wall on the retaining wall along rear perimeter of Pinecone Playground.

Director Morris: Confirmed that the school is closed the last week of August.

Director Kerins: Requested that Laurie coordinate with Steve for the fence tubing.

c. Financial and reporting updates (ProCare Reports)

**Staff Comments:**

Stephanie Dodge: Noted that the system continues to default to cash versus accrual.

**Board Comments:**

Director Kerins: Discussed the ProCare solution and that the invoices should be posted as tuition on the SCC Monthly Financials. Inquired if we should go back and correct from March or continue with the same process until end of fiscal year. Confirmed that auditor does not need the past year updated but requires that it be corrected going forward.

Director Morris: Inquired if the auditor needs this corrected.

d. Update on job posting and staffing

**Staff Comments:**

Laurie Briggs: Inquired if this should be presented each month at the meetings. Noted that the board prefers to review the account activity report.

Stephanie Dodge: Noted that she has been updating the line items on the activity report.

Laurie Briggs: Requested a Special SMRPD Board meeting for the new hire approvals.

**Board Comments:**

Director Kerins: Advised that she will review the reports to decide how often they need to be presented. Noted that the Board needs to review and approve all check requests.

Director Morris: Noted that Francesca mentioned a transmittal report to expedite these types of approval.

**VI. ADJOURNMENT** – Meeting was adjourned at 3:31 PM

**The next regular meeting of the SCC Oversight Committee will on Friday, September 9th, 2022, at 9 AM at the Silverado Community Center.**