



## BOARD OF DIRECTORS WORK SESSION AGENDA

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

### October 22, 2024- 3-4 p.m.

Members of the public may attend in person or Zoom in by following this link:

<https://us02web.zoom.us/j/4594870728?pwd=YVJ0VmF0TjhLMkhtUjh0YjgzZGs0QT09&omn=81440357679>

1. Call meeting to order – Bob Keefer, board president.....1 min.
  - a. Adjustments and approval of agenda
2. Receive update on preschool program – Nikki Horne, care supervisor.....15 min.
3. Discuss options for capital fundraising campaign for new facility – Jennifer Holland, executive director.....45 min.
4. Adjourn work session

### **Upcoming meetings/important dates:**

October 31, 2024	Downtown Trunk-or-Treat
November 19, 2024	Board Business Meeting
November 28-29, 2024	District Closed
November 30, 2024	Holiday Palooza
December 17, 2024	Board Work Session and Business Meeting



## COVER MEMO

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**Meeting date:** October 22, 2024

**Subject:** Preschool program update

**Presenter:** Nikki Horne, care supervisor

**Board action:** No action required

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**Background:** Staff will update the board on the district preschool program including new classrooms, new programmatic structure, budget outlook, as well as goals and next steps.

**Attachments:**

- Preschool slide deck



# Preschool Program

October 22, 2024 - Board Business Meeting

# Overview

- New classrooms
- New structure
- Budget outlook
- Goals and next steps



# New classrooms

- Moved to new facility in August of 2024
- Preschool running in two dedicated classrooms in the Early Childhood Wing at the Sisters Community Recreation Center
- Third classroom is being used for storage and teacher prep area.



# New structure

- Past preschool structure offered 9 scheduling options
  - Difficult to budget and plan for
  - Created a lot of back-end support to administer
- Community need
  - Using data from C4C childcare survey as well as information from EDCO, it was clear there was a gap in care
  - Prior to COVID, our preschool was open from 8:00 a.m.- 5:30 p.m.
  - Management worked with preschool leadership to design a new structure that would serve as well as address administration concerns with past structure





# Preschool Plus

- Operates Monday – Friday from 7:30 a.m. – 5:30 p.m.
- Year-round program
- Ages 3 – 5
- With parent feedback, we are looking at adding an earlier pick-up option
- Budgeted at 18 kids
- Meets cost recovery at 11 kids
- Current enrollment: 12 kids



# Part-Time Preschool

- Operates Monday – Thursday from 8:30 a.m. – 1:00 p.m.
  - Extended care from 1:00-3:00 p.m.
- School year program
- Ages 3-5
- Extended care kids merge with other classroom after 1 p.m.
- Budgeted at 16 kids
- Meets cost recovery at 9 kids
- Current enrollment: 13 kids



# Curriculum Time

- From 8:30 a.m. to 1 p.m. kids are divided by age
  - Allows for curriculum that meets developmental need
- The 3-year-old classroom focuses on the introduction to preschool and classroom setting.
- The 4-year-old classroom focuses on Kindergarten readiness including building on the fundamentals.



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# Budget Outlook

- Preschool is expected to recover 75% of direct expenses
- FY25 revenue budgeted at \$265,000
- Projected revenue with current numbers:
  - Total fiscal year end- \$169,704



# Goals and Next Steps

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- Maintain a quality program that meets community needs
- Increase enrollment through community outreach and promotion
- Intentional professional development for staff
- Secure funding for classroom remodel





Questions?



**Meeting date:** October 22, 2024

**Subject:** Capital fundraising needs

**Presenter:** Jennifer Holland, executive director

**Board action:** Discussion around next steps

**Background:** Over the past year, the district has initiated three major capital projects, including the remodel of the Sisters Community Recreation Center, the installation of a pre-K playground, and the development of a new community park. While funding has been secured for each project, additional resources are required to fully optimize these assets. This memo outlines a list of funding priorities for the board's consideration. The board is requested to discuss these priorities and explore potential strategies for raising additional funds. Staff recommendations for moving forward are provided at the conclusion of this memo.

**Top priority projects:**

Project	Description	Approx. Cost
Site furnishing for community gather/large meeting space	To create an inviting space for small gatherings (e.g., social games, puzzles) while allowing for a flexible transition into a large meeting area, there is a need to purchase furniture and equipment, including chairs, tables, and multimedia equipment.	\$30,000-40,000
Multipurpose room 1	Remove existing risers, old carpet, and cabinets; install multipurpose flooring and repaint the space. Additionally, we propose adding multimedia equipment similar to the board meeting room at the Coffield Center.	\$15,000-20,000
Multipurpose room 2	Remove old carpet and cabinets; install multipurpose flooring and repaint the space.	\$10,000-15,000
Park furnishings	Purchase trash receptacles, picnic tables, benches, dog waste stations and bike racks	\$20,000-25,000

**Lower priority projects:**

Preschool:

- Room upgrades (flooring, cabinets, restrooms, etc.) – applying for grant

Fitness Studio:

- Add a sound system

Gym:

- Upgrade existing basketball hoops
- Install additional basketball hoops
- Install gym divider curtain
- Install wall padding
- Resurface and re-line the gym floor
- Replace bleachers

- Paint gym (walls, ceiling, etc.)
- Install sound abatement
- Replace scoreboard

Facility:

- Existing restroom upgrades (flooring, fixtures, sinks, etc.)
- Security upgrades (additional security cameras, local door alarms, etc.)

**Potential Approaches to Raising Additional Funds**

*Fundraising Options:*

- Organize a one-time event
- Create an ongoing giving campaign

*Naming Rights/Sponsorships:*

- Secure a larger upfront sum through sponsorship or naming rights
- Determine the duration and terms for sponsorship or naming rights
- Establish a district policy regarding sponsorships or naming rights
- Consider that without clear data on return on investment, selling sponsorships or naming rights may be challenging

**Recommendation:** Given the time and effort required to manage and oversee fundraising efforts, current staff are unable to take the lead due to the demands of other large-scale projects. Therefore, staff recommend the formation of a fundraising committee, consisting of up to two board members, members of the public, two representatives from the SOAR Foundation, and the executive director. This committee would be tasked with developing and implementing a comprehensive fundraising campaign.