

St. Bartholomew's Episcopal Church
Vestry Meeting
Via Zoom Videoconference
Sunday, August 1, 2021, 1:00 p.m.

Present

Rev. Canon Allisyn Thomas, *Associate Rector*
Susan McCormick-Davis, *Junior Warden*
Polly Getz-Enos, *Chancellor*
J.D. Cowart, *Vice Chancellor*
Amy Adome, *Treasurer*
Terry McCune, *Assistant Treasurer*
Akiko Tamano, *Clerk*

Jerry Blanton
Larry Burgess
Mark Davis
Shinobu Horne
Nancy Peterson
Margie Polishuk
Lauren Sleeper
Will Smith
Dan Crane

Excused/Absent

Costa Dillon, *Senior Warden*
Bill Angus, *Assistant Treasurer*
Rachel Blankenship
Jim Oakes

1. Opening Prayer

Nancy Peterson opened with a prayer.

2. Discussion Items

2.1 Preschool Reopening Delay

**Will Smith/Dan Crane/
Terry McCune**

Will Smith and Dan Crane provided an update on the search for a preschool director to replace Sheila Martin, who has resigned. A search has been ongoing for two months, but thus far, there have been no qualified applicants. An attempt was made to locate a temporary director through a temp firm, but there is currently no one available in the area.

Per state regulations, the preschool cannot operate without a director. With less than a month before the start of the school year and parents scheduled to drop off packets starting tomorrow morning, a recommendation is being made to delay the opening of the preschool. This will allow additional time to find a director who can build the preschool and give it the attention it needs. While taking such a step is risky, no other options are available. A letter has been prepared to send to parents regarding the delay.

Terry McCune proposed that St. Bart's offer a retention payment for existing teachers and aides. Those who return in January would receive one month's pay (for scheduled hours) in their first pay period. If all teachers and aides return, the total for this payment would be \$9,500 to \$10,000 (this number has been double-checked by controller Erin Sacco-Pineda). Sheila Martin has been helping to communicate with the teachers, and she believes a majority will return.

Terry indicated that none of the classes are currently full, with significant openings in some. There are 46 registered students, for which there are four existing teachers and four existing aides. If all 46 students return, one additional teacher and two additional aides will need to be hired.

In response to vestry questions and comments, the following points were clarified:

- The target date for reopening the preschool would be January 3, 2022, which coincides with when Poway schools start. It was decided to delay until January, rather than give an earlier date and risk not being able to open then.
- Criteria for the preschool director include a bachelor's degree, six units of coursework in administration and supervision of childcare and development programs, credentialing by the state, three to five years of classroom teaching experience, one year of supervisory experience, and knowledge of state licensing practices.
- A credentialed assistant director is also needed since someone who is credentialed must be present on site at all times when the preschool is open.
- The director position is part-time, averaging about 30 hours per week. Most preschool directors in the local area are part-time, and the pay offered by St. Bart's is on the high end for directors. The preschool is not currently in a position to consider a full-time director.
- Mark Davis reported that phase 2 construction is a month behind schedule, so having the preschool closed for the additional time will be helpful.
- There is a legal time frame involved: the state must be notified within 30 days. Sheila has indicated that she is willing to handle the notification to the state, as well as help with onboarding the new director.
- It is not an option to have Sheila return as director in January; however, it might be possible to hire her as an assistant director. She would like to work fewer than five days per week.
- The personnel committee considered asking Cheri Hoffman, the former preschool director, for assistance, but this is not an option.
- Other churches with preschools in the diocese are also having trouble with hiring and other issues related to reopening.
- St. Bart's is in contact with Point Loma Nazarene University and the owner of Teddy Bear Treehouse Preschool regarding potential director candidates.
- If the vestry approves the delay, a letter to parents will go out via email today, with a hard copy sent tomorrow. Dan Crane, the Rev. Cathey Dowdle, and Canon Allisyn will also be at the preschool tomorrow to speak to any parents who may drop off packets. The congregation will be notified this week.
- The vestry will need to answer questions and explain the process. A letter being sent to the teachers has talking points; Canon Allisyn will forward a draft to the vestry. If parishioners ask about the reasons for Sheila Martin's resignation, they can be referred to the letter from Sheila sent to the congregation.

- The vestry is reminded that they should speak as a single governing body and not express individual opinions or second-guess the decision.
- More volunteers will be needed to help with recruitment; Terry indicated that some marketing expertise would be especially helpful.
- Prior to the pandemic, the preschool funded approximately \$36,000 annually back to the church. In 2019, enrollment was 113; there was a waiting list, and there was talk of expanding the preschool. The break-even point is around 70 to 80 students. Currently there are only 46 students, but the drop in enrollment is due to the pandemic.
- The preschool has reserves from which the \$9,500 retention payment will be drawn, partially because of the PPP loan (\$40,000 allocated to the preschool) and employee retention credits. This amount will be on the July financials.
- The delay in opening will not affect the PPP loan, since it does not matter who is earning the payroll amount, and there are enough employees to more than cover it.
- Preschool teachers will not receive EDD assistance as the church does not pay into unemployment. However, the position is not a sole income job.
- Communication between the church and preschool teachers and aides has been limited in the past; this structure may need to be reconsidered in order to build a bridge to preschool employees.

3. Action Items

3.1 **MOTION: To delay opening of St. Bartholomew's Preschool to January 3, 2022, and offer a retention payment based on one (1) month of scheduled hours for returning teachers and aides, paid upon their return.**

A motion was made and seconded.

The following points were clarified in additional discussion:

- There is no way to know if students who registered for the fall session will return when the preschool opens in January. However, St. Bart's Preschool is unique in that it operates only three hours per day, two or three days per week, so it does not take the place of daycare for parents who work full-time.
- To receive the retention payment, employees will be required to sign a letter of agreement with an at-will clause. The payment will be made in the first pay period in January 2022.

The motion passed unanimously.

4. Closing Prayer

Nancy Peterson closed the meeting with a prayer.

5. Adjournment

The meeting adjourned at 2:12 p.m.

6. Future Meetings/Events/Key Dates

August 10	Special vestry meeting, 6:30 p.m.
August 17	Vestry meeting
August 28–29	St. Bart’s Weekend
September 21	Vestry meeting
October 19	Vestry meeting
October (date TBA)	“All You Need Is Love” gala (Outreach fundraiser)
November 12–13	Diocesan convention (St. Bart’s hosting)
November 16	Vestry meeting
December 2–4	Bishop Curry revival visit
April 3, 2022	Bishop Susan Brown Snook Visitation

Respectfully submitted,

Akiko Tamano
Vestry Clerk