



HHS/ED Children's Center

About the Board

The HHS/ED Children's Center is a 501(c)(3) not-for-profit organization sponsored by the Departments of Education and Health & Human Services, and governed by a Board of Directors. The Board seeks to facilitate a high-quality early childhood education program available to children of the employees of HHS and ED, other federal agencies, and the public. The Board is authorized to contract with any outside agency, operation, or organization to manage the Center's day-to-day operation, while the Board is responsible for general oversight of the Center to ensure that a high-quality child care program is maintained at the Center and to ensure compliance with the contract. The Board also seeks to provide an avenue for fundraising and tuition assistance.

Board of Directors

John English

Brent Harvey- *Treasurer*

Ann Nguyen

Sarah Ruiz- *Secretary*

Peggie Rice

Alicia Swenson O'Brien- *Co-President*

Geeta Taylor

Lizzy Wessel- *Co-President*

Committees

Budget and Finance Committee

Parent Advisory Committee (*open to parents*)

Teacher and Parent Support Committee (*open to parents*)

Tuition Assistance Committee

Meetings

The Board meets the third Monday of every month (unless it falls on a holiday), from noon until 1pm, and alternates between in-person meetings and conference calls. The annual meeting of the Board (when new Board members and officers are elected) is held every October. Dates for the Board meetings will be posted on the Board bulletin board in the Center and listed on the Center website.

Membership

Board members must be either a parent or guardian of a child enrolled in the Center; or a person who has the expertise that would benefit the Board's operations (e.g., an expert in early childhood education, fundraising experience, understanding of budgets). If you are interested in joining the Board, please contact president@hhsedchildrenscenter.org. Elections are held during the annual meeting in October of each year.

Examples of What We Do

- Facilitate external evaluations of the Center;
- Ensure that the contractor provides a safe and loving environment for children to learn, develop, and grow;
- Serve as liaison with the HHS/ED community and GSA to keep them apprised of developments at the center;
- Approve tuition increases over 4% (anything less than that is allowed without Board approval);
- Work together with the PAC for Center improvement; and,
- Current goals: begin a tuition assistance pilot program.

Examples of What We Don't Do

- Day-to-day management and operation of the Center;
- Work with NAEYC to maintain the Center's accreditation;
- Oversee personnel decisions (e.g., hiring, termination, room assignments, etc.) for any Center staff;
- Provide teacher bonuses;
- Determine which vendors (e.g., for food service) are used by the Center; and,
- Contact families on the waitlist for entry into the Center.