



## TCDN Board Meeting Minutes

April 28, 2015

7:30pm

Older After School Club

Attendees: Andrea Borrelli, Rick Coe, Lily Huffman, Jill Kerr, Jim McCambridge, Shannon McFadden, Cindy Murray, Bankole Songonuga, Mark Turbiville, Tami Wible

Guest Attendees: Maria Blessington, Kim Mills

Absent: Mel Jurist, Sara Levinson

### Consent Agenda

1. Approval of March 24<sup>th</sup> Board Meeting Minutes *Approved w/ correction: "Investment policy was not given to Mercer; they were only told information about it."*
2. Director's Report April 2014
3. Financial Statement + Review for April 2014

*Meeting called to order and consent agenda approved 7:43 pm.*

### Discussion Agenda

#### 1. **Director's Report, 7:44-8:07 pm**

Met 7/27 w/ Al (principal of NPE) and Jackie DeWitt, previous NPASC teacher (former employee there) + likely staff person that will work there.... To discuss space + storage. Program will operate out of cafeteria + use the gymnasium from 4:30-6pm; these 2 spaces are somewhat combined + include a stage; restrooms are located next to the cafeteria. There is outdoor space in form of playground + fields. Area for locked cabinet storage (indoor), as well as outdoor storage was investigated. There is phone/computer access. Small amount of space for weekly storage of snacks ~~near~~ in staff lounge area. NPE will announce the program in school's newsletter/website when we are ready; there are many parents asking about the program. Need to resolve parent access for pick-up, including lighting. In order to get DHS licensing, Cindy must attend some new program start-up training in May; this should occur prior to lease negotiation or formal agreements. An option to attend as a 4<sup>th</sup>/5<sup>th</sup> grader will be made available; another option will be inclusion of a Before School program since surveys indicated a need, and if group size reaches 20.

The behavior of a child at OASC was brought to the Director's attention at the end of January; since then, there were a number of incidents in February and continued behavioral issues/concerns as well as an incident in school; these behaviors are primarily language-related (with adult content) but have included pushing + a fist fight. The Director has communicated with the parents, the school principal, as well as the child himself. In addition, family permission has been requested to speak to school personnel. TCDN continues to observe + document prior to making any decisions.



2. **Expansion Task Force Update, 8:08-8:18 pm**

AB gave update on preschool expansion plans

- Linn code review
- Schematics + pricing plans

3. **Governance Committee Update, 8:19-8:37 pm**

Identification of new board members is required, particularly to serve on the Finance Committee and/or with a human resources background. Yong Shuai has resigned from the board due to time constraints. Jim McCambridge and Bankole Songonuga end their terms this year. The goal was set to identify four (4) new candidates and to reach out to the community, possibly through social networks like Nextdoor or through the Swarthmorean (Jim to draft a letter to the editor). A list of potential candidates should be prepared for the next meeting with the goal of announcing them in June.

In prior years, there have been trainings for board members from LaSalle; it is included in part of our membership fee; it has not occurred in 3 years. Best Practices and Building High Performing Boards are options are offered and would total a few hours.

The need for a Board retreat to discuss the strategic plan / vision and goals for TCDN. Facilities, salaries + benefits, program / curriculum, tuition, etc. The Strategic Plan has expired and a new one needs to be created.

4. **Personnel Committee Update, 8:38-8:54 pm**

Interim changes to policy that were made last year have been discussed by the Personnel Committee; Tami is still getting review and language from our legal / HR consultant. The Committee is seriously investigating the language and the intent of the revised policies and the consultant is seeking additional information on how policies are truly handled/implemented now; Tami to follow-up with administration this week.

“Consecutive hours worked”.... Staff can expect that messaging will be made to explain the policies and the language; staff in attendance of the meeting were thanked (in addition to their colleagues) for raising issues on language and required clarity as it allowed the board to address on them. The goal will be put the revised interim policy out to the selected board for approval and then a schedule of implementation/roll-out will be developed.

The Committee will take the input and put it into the full manual for Board review; the goal is to have it finalized + in place before the next school year.

Michele has circulated information regarding PEO (ADP Total Source plan to enhance employee medical benefits, outsource HR + Compliance Risk and provide stability of medical and workers compensation benefits long-term). The Board expressed a need for full vetting of the cost analysis and consideration of all coverage levels and do a side-by-side comparison with our current offerings, including detail provided in plan fact sheets.



**5. Finance Committee Update, 8:55-9:04 pm**

SASC site issues following walk-through are to be brought to the school district's attention in writing; this will be done after scheduling a walk-through with the school district (5 year lease). The lease expires at the end of June, then goes month-to-month. Bankole to send letter to school district initiating negotiations for SASC and NPASC and will request a walk-through of SASC, highlighting facility needs. Cindy will initiate initial communication with Wallingford Presbyterian Church for WASC lease renewal. Bankole will distribute the letter to the Executive Committee, including recommended required repairs. The letter will also include language regarding NPE (likely for a 1 year term).

Current telephone system is outdated without ability for maintenance of LAN line-based systems.  
Estimate to replace 7 phones + bring in 4 additional phones for the expansion.  
Last update was in 2008.  
Investigate Comcast for Business.

**6. New Business, 9:05-10:04 pm**

Cooperative Committee has determined that the proceeds from Nelson's, clothing drive + Fun Fair and Giant A+ Rewards will all go toward scholarship fund.  
Cooperative donation or volunteer time is current set-up. Discussion has been had about removing the option to volunteer time and just to require a cooperative donation, given the problems getting participation. Calling it a fee removes ability to use as a tax deduction; activity or program fee and discussion of how it is allocated would be required. Cindy motioned that this be a topic for the Board retreat; a number of changes to this model have been made over the past three years + needs to be thought out fully before making additional changes.

Cindy still plans on having a holiday / celebrations roundtable with parents + staff.

Kim presented an issue where OASC is going for Keystone Stars 3 and the TA made suggestions that involve a stronger interpretation of existing regulations that impact staffing needs.  
DHS regulations state that at no time can a child ever be out of sight; OASC does not have enough staff to meet this regulation (example, if a child goes from the 1<sup>st</sup> to 2<sup>nd</sup> floor, they have to be within eyesight on the stairs). DHS seems to be tightening up on enforcement of this regulation due to recent child injuries/deaths within healthcare settings. Non-compliance can result in being cited, followed by a site visit by DHS, then possible loss of license for an additional incident.  
Volunteer is not allowed to be counted in the teacher:child staffing ratio, although it is helpful to have them.  
Cindy stated that all programs are affected by this in different ways. There is an immediate need to analyze when the problem exists and assess what type of additional coverage would be required to ensure supervision at all times.  
Kim stated that she has been raising staffing issues since September; many strategies have been tried, but are not working. Kids/parents have expressed displeasure in the restrictions to ensure children are within sight at all times.

**7. Executive Session, (minutes to be issued separately and confidentially), 10:04pm**

Prior to breaking for Executive Session, Cindy asked that the Board look at opportunities to ease the burden of health insurance costs for older employees.

*Meeting (main) adjourned at 10:04 pm.*