



TCDN Board Meeting Minutes

February 23, 2016

7:30 p.m.

Preschool

Attendees: Andrea Borrelli, Chris Hanlon, Debbie Hansen, Lily Huffman, Mel Jurist, Jill Kerr, Sarah Levinson, Shannon McFadden, Cindy Murray, Renee Pollins, Tom Saylor, Dana Semos, Mark Turbiville, Tami Wible

Missing: Rick Coe

Guests: Maria Blessington (preschool teacher)

Consent Agenda

1. Hard copies of the January minutes were distributed and will be sent via email for official approval vote.
2. Director's report was circulated prior to the meeting. Questions had arisen about kindergarten readiness due to miscommunication to parents between AM/PM staff; a refinement of developmental progress reports and what they need to include is required. Director report was voted on / approved at the meeting.
3. Financial report was circulated prior to the meeting and was voted on / approved at the meeting.

Discussion Agenda

1. Governance Committee Update

Accreditation – A draft of proposed strategic plan will be drafted + circulated to the board for vote at the March meeting. Part of the plan is to seek/obtain NAEYC accreditation. Mel Jurist distributed NAEYC process + exemplars (price/timeline) forms + reviewed the four step process which typically takes approximately 2 years and represents a significant investment of time to achieve.

1st step = self study (goals/standards/objectives);

2nd step = self assessment (portfolio, observables, etc);

3rd step = candidacy (based on articles/documents);

4th step = site assessment (15 day window for a 1-5 day maximum). A lot of work, but “top of mind”.

Discussed were the value of self-assessment/self study, re-accreditation every 5 yrs, and local programs that are accredited (Swarthmore Presbyterian, Kehillah, Rose Tree, Christ Church).

3-year Strategic Plan – A draft has been created based on former (exp 2014) plan + incorporating those tasks that were not completed. Goals include NAEYC, nature-based outdoor play area, furthering staff development/enrichment (handbook, teacher/parent surveys, etc were done), facility improvements + expansion, development to sustain financial independence (larger and/or consolidated fundraising, capital campaigns).

Action items: develop questions for Q+A and March vote.

Preschool Expansion Update – Trinity Church has offered immediate use of the choir room as they are unable to commit to formerly discussed expansion plans that would utilize the current 1st floor Thrift Shop.

Consideration is being given to this potential addition of a full classroom, as well as to the installation of a bathroom, a secure door + other incidental improvements prior to September 2016. Teachers new to the program would need to be hired and a full day Cricket program could be available. Discussion also covered a Squirrel toilet room. Addition of this classroom will help offset the site's budget deficit. Hard budgets to be solicited in order to hold board vote + balance budget.



2. Director's Report

Cindy shared about a SASC project focusing on learning about homelessness (long term, developed learning was a challenge set forth by Cindy at the beginning of the year).

Cindy has met w/ both school district superintendent(s) (interim + Lisa Palmer).

OASC has received STARS 3 accreditation 2/23!

3. Finance Committee Update

An in-depth analysis of tuition increase based on number of hours, staffing/program costs was had. The Preschool operates at a budget deficit which is offset by the other programs / sites. Review of proposed tuition increase strategies was made, as well as options to save additional monies and grow the program.

4. Personnel Committee Update

A \$2k budget was requested for use as an "incentive reward" to encourage staff to participate in projects / seminars / etc in addition to gift cards, etc. that Cindy uses. This budget would be used at Director's discretion; the board voted on / approved the request. Benefit memo discussion included a proposal to eliminate the practice for all new employees; the board voted on / approved the motion. Further discussion regarding the memo was had and will continue.

Cindy has been working with Mary Rourk (sp?) regarding a presentation on social conflict to parents on school/home/wherever; to be held on April 7th or 14th.

Employee that received approved leave request was thankful to the Board for their decision/vote.

5. Security Committee Update

Obtaining pricing for WASC solutions has been difficult; the security committee will hold on pursuing other vendors until the possibility of a WES alternative site option is evaluated and known.

6. New Business

- An administrative employee's request to telework for heads down, quiet focused work was discussed; it is currently allowed on certain occasions but cannot be made a standard accommodation due to the need to retain on-site staffing within the administration office.
- The President asked board members to be mindful of new member nominations, as they are proposed and voted on in May. The process is to identify, engage, electronically notify of interest with a resume in order to propose new candidates.
- Next meeting 3/29 @ 7:30 @ SASC

Meeting adjourned at 10:04pm.