

TCDN  
Board Minutes  
January 30, 2018  
WASC Site

Board members present: Dana Semos, Renee Pollins, Kevin Bovard, Shirley Robinson, Corinne Weidner, Tom Saylor, Lisa Godlewski, Dan Grodner, Jesse Thompson

Interim Director: Babette Racca

Guests: Kim Mills, Pre-school Coordinator

Absent: Chris Hanlon, Jo Park

Minutes: Tom moved to approve minutes of the November 28, 2017 Board meeting; Jesse seconded the motion; Present Board members voted unanimously to approve.

Director's Report

Babette gave an overview of her first month as interim Executive Director. She has interviewed staff and Board members and drafted an Organizational Assessment, which Board members have been provided. She has undertaken a review and organization of materials in the TCDN office, and has embarked on cleanup projects at the pre-school and office sites, including a refreshing of the teacher's lounge. She has met with Trinity church staff about safety issues, including storm-water rising in the back yard of the pre-school site and lighting in the front driveway at the Trinity church site. Staff held an in-service day in January, which Babette feels was successful.

Finance Committee:

Corinne had a meeting with the financial auditor, and the audit went well. We received two Management Letter comments. First, the invoicing process around last year's renovations of the pre-school was imperfect. It was advised that we put a formal policy into place for reimbursements and invoices. Second, with respect to TCDN's investments, it was noted that we have a large amount of cash on hand. The auditors suggested we put it into use or set it aside for a designated purpose. The Finance Committee has begun discussions around tuition rates for next year. The Committee's goal is to make recommendations before the February board meeting. The Committee's initial thinking is to keep the preschool increase flat in light of last year's rate hike.

### Governance Committee:

The Governance Committee has not met since the last Board meeting. Dan reported that the teacher who had been interested in applying for the TEACH scholarship is not eligible at the moment, so urgency for setting a TEACH scholarship policy has diminished. That teacher will be eligible in the Fall semester if the Board is able to implement a policy before that time. An open matter is whether TCDN will continue in the Keystone Starts program or pursue other accreditation programs or quality control measures instead. That determination will affect whether we implement a TEACH scholarship program, as Keystone Stars is a requirement for eligibility.

### Fundraising Committee:

The Board discussed a Bingo night on April 13, at a larger location than the Trinity church parish hall. Jo Park and the committee will pursue this and move forward.

### Other:

Kim gave an overview of a proposal to revert to an employee hours policy of a 7 hour work day with 1 hour paid break. The Board will take this up after Maureen can provide a financial analysis.

The meeting adjourned at 9pm.

The Board continued in Closed Session.