



TCDN Board Meeting Minutes

October 27, 2015

7:30pm

SASC

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

Consent Agenda

1. Approval of Financial Report for September 2015
Financial health of the organization has remained steady and are still currently projected to set the path toward a budget deficit. Some one time line items have impacted this month's report.
2. Approval of Director's Report for October 2015
Review of questions posed by board members
3. Approval of September 2015 meeting minutes
Minutes will be updated to reflect that the budget was approved via email vote

Meeting called to order at 7:35pm and consent agenda approved 7:43 pm.

Discussion Agenda

1. Director's Update, 7:43-8:09pm

Employee Handbook

ADP representative has been working on personnel / employee handbook in concert with administration; changes are expected to be received shortly for final review by the Personnel committee.

Action Plan for Family Survey

Preschool survey responses:

- Needed improvements to playground and classroom / facility;
- Improved communication between staff and administration – the director has implemented a practice of cc'ing classrooms whenever there is relevant information that is emailed to families; Cindy is issuing regular communication to staff every few weeks w/ general updates (staffing, ADP, etc)
- Holiday / celebrations discussion – task force created to address and develop a policy
- Preschool general concerns will be addressed by the site coordinator (the icy bridge, the column in Parrish Hall, too much sugar, better diversity of summer activities, organic milk, requests for 7am opening, etc)

Out of School Time survey responses:

- Needed improvement for better communication between staff and parents
- Creation of conducive homework environments – site coordinators are addressing by site, creating time/place/assistance as necessary.
- Curriculum – staff has been challenged to develop one long-range project that is on-going and an opportunity for children to take an idea and have deeper exploration; seek low- or no-cost visitors/guests.



- Explore better curriculum communication with parents
- Better integrate the Explorer activities with the kindergarten curriculum – the program has typically strived to provide something different than what is happening in the kindergarten class; this year curriculum guided by children’s interests happens to parallel that of SRS’ program.
- Improved site security

Organic Milk Survey

Cindy reviewed the parent-generated survey of the preschool regarding demand and desire for organic milk at the site. There was a little over 50% respondents (25 of 46); 13 were for switching to organic. Cindy will attempt to facilitate the support of family management of an organic milk "club" which might include working out financial accounting, ensuring adequate space in refrigerator, delineate different pitchers to continue family-style meals). A club would require provision of names/classrooms of specific families who wish to participate.

2. Governance Committee Update, 8:10-8:21pm

- Current strategic plan has expired with last year being a gap year. The committee is putting together the broad issues that should comprise the next plan, incorporating items that had been started and need to be completed. A vote on the new strategic plan will be required no later than March-April to allow adequate time to communicate in in the spring and engage families and staff for contribution. The plan will be presented to staff for their input prior to vote.
- Family handbook – this is something that the administration has always prepared, not something that the board considers and includes procedural information (finance, admission, enrollment, health + safety, holiday policy, etc). The document is prepared and now requires staff input.
- Scheduling board training for all members; seeking input on helpful topics of interest to members.
- Board email addresses were circulated for use in communicating board information; work to be done on way / place to meaningfully keep board information.

3. Finance Committee Update, 8:21-8:30pm

- TCDN investments had a modest loss of approximately 3%; the organization’s investment portfolio is fairly conservative; investment advisors have been with us for about 6 years.
- Scholarships were provided to 4 families of the 6 that applied, drawing approximately 50% of the available funds and leaving approximately \$4,500 for next year. Full tuition was covered for two families at Nether Providence since the timing of the program’s opening missed the deadline for state assistance, and two other families in need were also granted partial tuition assistance.

4. Personnel Committee Update, 8:31-8:42pm

- ADP/PEO – goal of staying on top of the program benefits and communication of such to employees, utilizing our rep, etc. as well as a mid-year assessment of what employees feedback on ADP (likes/dislikes).
- Assessment of other ADP-type programs for non-profits will continue.
- Personnel handbook review is progressing with ADP; major changes to the current document will be highlighted, and include stronger language about outside employment.
- “Benefit memo” – 76% of TCDN revenue goes to salaries; proposal of modernized approach to benefit memo" is on-going.
- Recommendation of “compensation” or “incentive” to encourage staff to participate in events outside of the classroom... committees, community events (hayride, BINGO, etc) was discussed. Cindy requested that other activities such as contributing articles to newsletters, providing other writings, etc also be considered. Language to be refined for board vote at next meeting.
- Staff survey has been received by Michele and will be reviewed and disseminated to the board



5. Security Task Force Update, 8:43-8:58pm

- Task force has been brought onto the same page regarding last year's efforts, current system operation, challenges and successes. Tom has also had the opportunity to meet with Jason Jackson of AES and will investigate one additional security vendor.
- WASC has been reviewed with Pat + Cindy to a small extent; a firm plan needs to be developed before being presented to the church's board of trustees/Landlord. There are other current users of this site that will need to be engaged regarding any proposals and likely asked to contribute toward the end solution.
- Contact with Jim Hardy regarding NPE site has been attempted and will continue.
- Implementation issues – AES is available and will be contacted to assess final costs for full implementation / improved performance of the system; panic button installation is a phone issue to be resolved.
- A shared, sound philosophy regarding the security of our sites will be developed for communication to the entire TCDN community and shared. The task force will prepare a message for the next newsletter.

6. Curriculum Task Force Update, 8:59-9:08pm

Draft policy for holidays / celebrations was circulated to and approved by the board. A follow-up meeting will be scheduled with teachers to discuss specific guidelines (ie, decorations, etc.) and a final communication plan to parents and the full TCDN community will be developed.

7. Cooperative Committee Update, 9:09-9:09pm

No report.

8. New Business, 9:10-9:38pm

- Preschool iPad proposal for (4) new iPads; more investigation to be made; laptops require replacement, particularly the Owls. Board voted to carry the proposal forward to understand potential needs, particular technology options, and policy around usage. Cindy to map out a proposal for presentation to the board.

Next Board Meeting is Tuesday, November 24th at the OASC.

Meeting adjourned at 9:39 pm.