



TCDN Board Meeting Minutes

March 24, 2015
7:30pm
TCDN Preschool

Attendees: Andrea Borrelli, Rick Coe, Lily Huffman, Jill Kerr, Sara Levinson, Jim McCambridge, Cindy Murray, Bankole Songonuga, Tami Wible

Guest Attendees: Maria Blessington

Absent: Mel Jurist, Shannon McFadden, Yong Shuai, Mark Turbiville

Consent Agenda

1. Approval of February 24th Board Meeting Minutes
*Cindy questioned the validity of the minutes being a reflection of the actual events, specifically the Personnel Committee meeting (“a change to **language of the Meal + Break policy is anticipated**”; add “we’ve retained the services of an attorney to give us advice as is appropriate and to validate changes made to policy issues, etc.”).*
Finance Committee update: inflation index changes all of the time; 1.5% was fairly close, but Mel wanted it to be exact which resulted in the 1.7% as the message would be more positive to increase to 1.7% to be right on the number.
In the future, minutes can report “the vote carried”.
Lily participated via conference call only for the security task force portion of the meeting.
Minutes were approved pending revisions from discussion above.
2. Director’s Report March 2014
3. Financial Statement + Review for March 2014

Meeting called to order and consent agenda approved 7:53 pm.

Discussion Agenda

1. **Director’s Report, 7:54-8:24 pm**

Cindy reported that Summer Club enrollment is coming in very slowly, to the point of concern. Weekly enrollment ranges from 6-12 children with 1 week left until close of Early Bird deadline; at this point last year, the enrollment ranged from 21-31 children/week. Particular concern regarding employing staffing through the summer. There is a statement in the policy that says the director is able to advise employees of a working schedule for employment in the summer by the end of March; this is a needed policy change because summer club enrollment is not known until April 1st. Schedules have been estimated in the past based on the prior year’s schedule. This is the second year of not having swimming as a Summer Club activity and it could possibly be impacting enrollment. There are a lot of wonderful programs out there: sports, Creative Living Room, Community Arts Center, SRV. Families choose to do a variety of things and mix it up.

Discussion was had about early notification for next year and immediate pamphlets, parent recommendations on Nextdoor.



Snow removal has been an issue this year and started out with turnover in church facility people affecting the initial removals. Any snow-related issue has been brought to Paul's attention; the church has not provided the contact information for their snow removal contractor. What is the expectation if snow is on-going during the day? TCDN is purchasing their own shovel and salt to do it on their own (Joanne and/or administrative staff) as a pro-active measure to supplement what the church does. The lease agreement is that the church provides removal.

The bridge is ours; we need to advance the issue and be responsive.

2. Personnel Committee Update, 8:24-8:29 pm

Path forward with Linda Hollinshead was presented and discussed.

As of today the new, proposed handbook has been sent to Linda with comments from the board, teachers and administration. Tami is to send the policies regarding Meal + Break to Linda for review and comment; this section can be addressed separately, in parallel, before or after to correct typographical errors, wording of content or content issues as required.

Turnaround time should be relatively quick.

Cindy asked if she could know of any board comments to the policy; Tami to share as the comments came from the joint working session of the Personnel Committee.

Linda to provide guidance in terms of the policies and FMLA compliance, dealing with the issues that the entity of TCDN is faced.

Tami will likely have a one-on-one call or meeting with Linda for the sake of expediency.

Personnel Committee will need to set a meeting to discuss the Summer Club enrollment, the health benefits options that the administrative team have been exploring, and a site coordinator hire for NPASC.

3. Governance Committee Update, 8:29-8:37 pm

NPASC path forward was presented by Jim/Cindy who had evaluated questionnaire responses.

A questionnaire had been sent to parents of NPE and responses show that there is interest/demand for a program at NPASC this fall utilizing the cafeteria and gymnasium. Operational issues are likely to be resolved similarly to OASC with mobile supplies/equipment. There were 54 families that indicated a need and somewhere between 20-25 with a definitive interest. Several interested respondents are currently enrolled at the Crossroads program and would be interested in a program within the school; this could potentially result in increased enrollment from when the site was last operating. A current WASC staff person would move back to NPASC and one other staff person would be needed at a minimum; a site coordinator position may need to be hired (they have specific educational requirements and increased credentials).

The board approved giving Jim/Cindy the go ahead to negotiate with the NPE school principal to operate the program and discuss lease negotiations.

4. Security Task Force Update, 8:37-8:53 pm

Up until last meeting, Lily/Task Force had met with AES and each of the site coordinators. The next step was to contact each of the site's respective Landlords. In the meantime, Lily had received a number of questions from site coordinators voicing questions/concerns that had not previously been raised. A meeting was held last night with all site coordinators and the consultant from AES in attendance; very similar questions were raised and re-addressed. The site coordinators had some misunderstanding about the level of concerns. Lily has been in contact with Jim Hardy of the school district regarding SASC who is very supportive and approves of making modifications to the entry door. Sarah spoke with the OASC who were very receptive; they were in support with some logistics questions; since Swarthmore College owns the building, they wanted to allow their vendor to quote on the keypads as well for continuity of maintenance. Discussion was had regarding which doors at the OASC would require devices. Andrea will be meeting with the Wallingford Presbyterian Church's board of trustees on the 4th Tuesday of April and will report back.



Accountability and recording of cards is in question; there is a gap in understanding how they are used but should not be an impediment to implementing a security.

5. **Finance Committee Update, 8:54-9:00 pm**

Bankole provided the initial investment policy that was written by the Finance Committee in 2012 and about which he will provide information to the financial advisors that have presented to us. The question was raised whether or not we should do anything at this time given that we have some upcoming decisions to be made regarding the use of the money (ie preschool expansion, etc). Mercer would likely be more active in managing the assets through following the market, tracking the investment, working the portfolio vs PNC.

The board voted to stay with PNC and discussed to relook at it in another year; motion was carried.

6. **New Business, 9:00-9:00 pm**

No new business.

Meeting adjourned at 9:00 pm.