



## TCDN Board Meeting Minutes

May 9, 2015

7:30pm

Preschool

Attendees: Andrea Borrelli, Rick Coe, Lily Huffman, Mel Jurist (early departure), Jill Kerr, Jim McCambridge, Shannon McFadden, Cindy Murray, Bankole Songonuga (late arrival), Mark Turbiville (early departure), Tami Wible

Absent: Sara Levinson

### Consent Agenda

1. Approval of Director's Report for June 2014

*Meeting called to order and consent agenda approved 7:46 pm.*

### Discussion Agenda

#### 1. **Personnel Committee Update, 7:46-8:59 pm**

##### *ADP PEO Vote*

The Personnel Committee presented the high level consideration factors for the new ADP PEO platform.

- As much as possible, ADP tries to maintain the policies of the organization without compromising their legality. Their goal in presenting their policies is such that they may put in place in the instance where an organization does not have a set of policies or used to supplement existing policies which require updating or have gaps; they are not intended to replace existing policies. ADP will provide counseling and advice on TCDN's policies.  
*The assumption made and based upon literature and conversations is that ADP will work seamlessly to be knowledgeable of TCDN's policies – employees will be able to utilize the call center, administration will have a direct ADP HR partner.*
- If selected, the program will be introduced to employees through Board + ADP communication that will explain employees' status, program benefits, etc. This will occur toward the end of the summer to assist with transition by the beginning of the school year.
- The program cost differential is approximately \$20k beyond last year's cost; additionally, ADP has a requirement that TCDN pay a minimum 50% of the lowest cost plan that you choose to offer to your employees. TCDN has a solid financial foundation and reserves that can be utilized toward other potential expenses such as expansion planning, staffing costs, security implementation, etc. ADP PEO / healthcare costs will be routinely monitored against the annual budget.
- Lily inquired what measures the Board can put in place to offset additional costs to employees beyond the current IBX plan; the contribution to ensure no employee payments increase above what IBX would have charged was thought to be no more than \$190. Whatever contribution the Board decides will be applied to all eligible employees.
- Employees will continue to have the option to select coverage through the Affordable Care Act's healthcare exchange.
- Administration will have the opportunity and time + will be tasked to evaluate a number of available plans and provide options for selection, potentially soliciting feedback from employees on what they are looking for in a plan.



- ADP's on-boarding process through staff workshops and communication of why this decision was made, should the vote carry is as follows:
  - a) provide HR support through a liaison... we have no single administrative staff person with an HR background,
  - b) health insurance plans / coverage are improved (coverage, lower deductibles, network providers, etc),
  - c) offer an Employee Assistance Program that may be taken advantage of,
  - d) we use ADP currently for 401k, payroll.ADP will set a conference call with administrative staff, training for employees for the on-line tools, employee benefits meetings will be scheduled.  
Administration and the Board will participate in introducing and explaining the decision made.
- The contract is renewable with options to terminate with 30 days notice or immediately for cause; a typical contract is a one-year duration.

A motion/resolution was made, vote held and motion carried to move forward with ADP's PEO service with the understanding that the Board will consider increases of the healthcare subsidies provided to employees to minimize/negate individual cost increases.

The new plans will go into affect coinciding with the new fiscal year (September 2015), following administration/Board evaluation and selection process, communication to and selection by employees. Cindy to immediately reach out to the ADP representative to begin communication and begin process of handbook evaluation with their HR partner.

#### *Hourly vs Salary Discussion*

Last year, non-exempt employees were moved from an hourly to salaried status; this was effectively a conversion of hourly rate x hours = salary, a zero/negative benefit outside of a \$300 bump in their base salary that was provided. The transition was not received well by employees.

Discussion is needed around the "benefit memo", pros/cons of hourly vs salary.

The Board agreed to reconvene throughout the summer regarding other important Personnel issues.

## 2. **Director's Report, 8:59-9:23 pm**

### *Staffing Analysis*

The Director has evaluated each program and the durations / instances at which ratios may not be able to be maintained and provided a summary of particular issues for each site. These instances most often may occur when teachers have a need to use the restroom and/or prepare their lunch, Crickets take afternoon restroom breaks, children move from 1<sup>st</sup> to 2<sup>nd</sup> floors at OASC, etc. There are potential instances at each and every site.

DHS now provides a 1-month window during which they may show up for a visit vs a specific date and can show up ad hoc upon a complaint from a parent.

A combination of built-in "overstaffing" and/or changes in daily schedules for the children are required to avoid any opportunity for non-compliance. After school clubs would require a minimum of someone from 4-5:30pm.

SASC enrollment range of 59-70 children, with the majority of them being kindergarten; the site is licensed for 62 children and would cause a wait list.

OASC enrollment range is in the 20s.

A consideration may be to move 3<sup>rd</sup> graders from SASC to OASC.

Further evaluation and related staff wage considerations to be evaluated throughout the summer as enrollment is finalized.



**3. Expansion Task Force Update, 9:24-9:39 pm**

*Estimated cost of preschool expansion*

Andrea to coordinate w/ Cindy for access to the site with contractors. Andrea to schedule meeting with the Expansion Task Force to review costs once received; estimated timeframe is two weeks from this Saturday. *Summit School*

Cindy/Jim visited the site this week and estimated that the land and the property are likely worth \$1m each. The listing agents are accepting bids this week. There is potential to provide support to Stage One by way of offering to lease space should they be successful in their bid.

The Executive Committee will reach out to Stage One to discuss ways that TCDN might support their bid to purchase the building.

**4. Finance Committee Update, 9:40-9:44 pm**

*Lease renewals*

SASC site Landlord (SRS school district) is willing to make some of the requested renovations (new sink + countertops, cabinets, install new flooring in the toilet rooms and/or resealing the existing epoxy floors, etc but not the major items like the windows [\$80k estimate] or doors). The school district is working on leases for NPE and SASC.

**5. Governance Committee Update, 9:45-9:55 pm**

*New board member recruitment*

The Board continues to identify a minimum of 4 new board members + a list should be finalized by the end of next month. A few others have approached some former TCDN parents with finance backgrounds and are awaiting responses. Candidates should be informed as to the time commitment involved.

**6. Security Task Force Update, 9:56-10:40 pm**

Lily provided an update on the status of the security task force's endeavors. After a series of meetings with Cindy + site coordinators and also involving the security company's representative, SASC and OASC have agreed to the security measures that have been proposed. WASC requires a meeting between Andrea (Pat DeHaven will be invited as well) and the church's

Board of Trustees to discuss objective, options and acceptance of proposed measures; this will likely occur on 6/23. A vote was requested to move forward with developing specific security action plans for SASC + OASC. Cindy stated that certain site coordinators have some questions regarding implementation.

A resolution was made to implement enhanced security at the SASC site, pending further discussion with the individual site coordinators regarding implementation; a vote was taken and the motion passed.

A resolution was made to implement enhanced security at the OASC site, pending further discussion with the individual site coordinators regarding implementation; a vote was taken and the motion passed.

WASC and NPASC resolutions/votes were tabled until further information can be provided.

Andrea to follow up with Wallingford Presbyterian Church's Board of Trustees and Pat Dehaven on the development of a security proposal at WASC.

Next steps are to provide information on costs and implementation to site coordinators and the Board for final decision and installation for the beginning of the 2015-2016 school year with time to communicate with families.



**7. New Business, 10:41-10:48 pm**

Cindy made her annual statement thanking departing board members Jim McCambridge and Bankole Songonuga.

**8. Executive Session, (none held this month).**

*Meeting (main) adjourned at 10:48 pm.*