



TCDN Board Meeting Minutes

November 26, 2015

7:30 p.m.

Swarthmore Community Center

Attendees: Rick Coe, Chris Hanlon, Debbie Hanson, Lily Huffman, Jill Kerr, Shannon McFadden, Cindy Murray, Tom Saylor, Dana Semos, Mark Turbiville, Tami Wible

Absent: Andrea Borrelli, Mel Jurist, Sara Levinson, Renee Pollins

Guests: Lee Awbry, Maria Blessington

Consent Agenda

1. Approval of October 2015 meeting minutes

Discussion Agenda

1. Director's Update

Behavior Issues

Tom asked about the behavior issues that occurred at SASC. Several parents reported bullying as being an issue with students. Staff felt it was typical child aggression. Administration made sure staff was made aware of the incidents and advised to be more consistent with a plan to address the behavior moving forward. A meeting occurred to lay out a plan of action. This involves good active supervision and maintaining a nearby presence, being aware of particular issues, recognizing physical threats, connecting the rule of respect with the child, documenting behavior, determining consequences involving redirection to removal and tracking the frequency and type of behavior. All staff seems to be good with this approach.

Shannon asked if there was a policy on behavior and Cindy confirmed there was.

Cindy brought up the possibility of talking to a consultant to help with supports for children with behavior issues. Lily indicated that the personnel committee was discussing solutions because the staff can be overwhelmed at times with these types of issues.

Staffing Changes

Chris asked about the departure of Jennifer Phillips. This was primarily just a unique situation and nothing TCDN could have done to prevent her from leaving.

Lily brought up questions relating to the staffing changes in the Kangaroo and Cricket rooms. Erin is leaving on medical leave and Laura is being shifted from Crickets to Kangaroos. Nadine was initially hired to take Erin's place, but after having her come for a visit she expressed concerns with changing diapers for students. Cindy tried numerous options with the current staff and was limited in her ability to pull long term subs because of the day to day staffing needs. Nadine had a great visit and Erin and Jen rated her as a 10 which led her to believe she would be a good fit. Some parents were frustrated with the situation and Lee expressed her concern. The major concern had to do with taking a teacher from a more involved curriculum for the crickets and then disrupting 2 classrooms as a result of the change. Tami suggested that Cindy gather more feedback and while Nadine is being reviewed. Deb suggested the need to improve and expand the substitute teacher pool.



2. Governance Committee Update

Cindy met with Chris Kenney and Paul Fritz regarding architectural planning service related to preschool expansion and improvements to existing classrooms, as well as playground renovation. Chris was also doing the Fellowship Hall for the Church. Chris submitted a proposal from his firm, Strada, recommending master planning as an initial phase to consider all options collaboratively, and suggested a planning charrette. The proposal submitted reflected a 40% non-profit pro bono discount. Tom suggested that his father could be an option to review plans, but he is quite busy.

3. Finance Committee Update

Chris indicated that there were no major adjustments from the budget and that Maureen continues to maintain solid control over the finances. He also met with the financial advisor and the overall portfolio was performing better than the market as a whole, but was still down for the year.

He suggested there is a need to focus on the upcoming tuition increases to account for adjustments in the overall budget moving forward and the need to dip into savings.

4. Personnel Committee Update

Lily indicated that there was solid feedback on the new benefits based on the survey they did for employees. They also gathered feedback on overall pay. There is a debate on whether to give merit vs. straight raises. Cindy had issued Merit bonuses from her Discretionary Fund, but discontinued this practice 3 years ago until Merit initiatives were considered by the Board.. She would like to have this options moving forward. The finance committee needs to determine if this is possible.

Employees need help to support special needs children based on feedback the committee has received. There was a suggestion to provide training during inservice to develop techniques to calm children. There were suggestions to outsource this training via DVAEYC or DCIU. There were also concerns with how to approach parents if teachers thought students were special needs. The overall sentiment was to support the teachers more effectively. It was suggested to bring in ADP with their HR department to help assist in this regard.

The employee handbook has been finalized. It was approved by the board in a vote that was unanimous. Plan was to present this to employees on 1/18 and make effective on 2/1.

5. Security Task Force Update

Tom indicated that there are issues relating to the bell at NPASC.

At Wallingford there are several issues that we would like to address and he met with the leadership at the church. The church does not feel there are major security concerns. Not opposed to changes, but they need an overall plan and the WCDN board did not agree to follow through with a major overhaul.

6. Cooperative Committee Update

Rick indicated that he was helping put together a letter of solicitation in hopes of raising some additional funds; Mark has written the Annual Appeal Letter. Rick also reminded everyone of the Bingo night on 1/22. He asked Chris to look into setting up some sort of online donation option.

