

TCDN Board Meeting
Tuesday, June 22, 2021
7:30 p.m.

A public board meeting was held by videoconference and telephone. All participants could hear one another.

Board members present: Renee Pollins, Jennifer Peck, Kevin Bovard, Diane Ibrahim, Gina Pierson Furia, Dana Semos, Beth McNally, Dan Grodner, James Levine.

Executive Director: Theresa Snyder

PUBLIC SESSION

Approve May Board meeting minutes

With the addition of adding James to the attendance list for the May Minutes, Dana moved to approve the board minutes, Diane seconded, and the remainder of the board was in favor.

Director's Report

Program

- Summer Camp started on Monday June 21st with an average weekly enrollment of 45 campers. Serving a total of 93 children throughout the summer.
- Enrollment for OST 2021-2022 school year went up an additional 20 student:
 - BSC 37
 - AMK 18
 - PMK 20
 - NPASC 20
 - SASC 52
 - WASC 15
 - Total OST families enrolled for September: 92 additional 20 enrollments from last month. Will have to start waiting lists bc of staffing issues

Personnel

- Continuing to advertising for teachers with \$300 signing bonus, and a \$150 referral from current staff.
- Continuing to interview for staff. NPE and WASC site coordinators needed along with assistant teachers. Split shifts between the sites makes hiring more difficult.
- Hired two substitutes for preschool, and 3 seasonal staff for camp.
- Completed Job descriptions for seasonal staff
- Continuing to try to recruit for summer and after school program teachers.
- Completed a summer camp orientation for new staff- went through all the rules and policies
- Maureen's resignation is effective August 4th. Continuing to advertise for position. Looking at "your part-time controller" as a temporary stopgap.
- A preschool teacher transferred to school age programs.

Health and Safety

- One Covid case in the month of June in the Kangaroo room closed.
- Going forward PCR testing will be mandatory.
- Established Food Safety Committee with staff from preschool and OST. First meeting is scheduled for June 23rd. Kim and Pat will also be on the committee.

Finance/ HR

- Beginning budget planning for next year.

Other

- Working on scholarship policy /application for a proposed donation from a parent.
- Closing OASC, prepared for move, and consolidating of equipment and supplies.
- Preparing for DHS to visit SASC on Monday June 28. This will be the first in person visit in over a year
- STARS for OASC and WASC are down to star level 1 because of closures. Should get to a 3 or 4 relatively fast depending on degrees from teachers.
- Ordered Artificial Turf for the Duckling playground
- Mulch was installed for the playground at the preschool
- Meeting with the College to review waiting list
- NPE lease is signed for next year with no increase in price.
- Met with Father Ted to discuss the re-opening of the church including Parish Hall and custodial services.

Maureen Koch's retirement

Maureen is retiring August 4th. Corinne and Jennifer will help review resumes. Have received four resumes to-date. Maureen does not want any sort of going away celebration.

Fundraising Committee

- 5K / Fun Run
 - Run wrapped on June 21st. There were 8 registrations, for a total of \$200 raised.
 - After fees, the run cleared \$183.40.
 - The run was a learning process. Hope to expand on experience next year and draw more from outside our community too.
 - Will tweak timing to get people's attention before school ends.

Meeting closed