

TCDN Board Meeting  
Tuesday, November 23, 2021  
7:30 p.m.

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

Board members present: Kevin Bovard, Aaron Granger, Lisa Godlewski, Dan Grodner, Diane Ibrahim, James Levine, Beth McNally, Jennifer Peck, Rachel Smuts, Corinne Weidner

Board members absent: Gina Furia, Karen Golden, Amy Pedernana

Also present: Executive Director Theresa Snyder, Lisa Zahn (Duckling parent)

**Approval of Prior Meeting Minutes:** Kevin moved to approve the October public board meeting minutes. Corinne seconded, and the motion passed.

### **Director's Report**

#### **Program**

- Centers participated in community service projects. Preschool collected food for Media Food Bank; they collected over 300 lbs. of food! The OST centers made blankets and are donating them to Nick's House (Headstrong Foundation) in Swarthmore. NPASC made blankets to donate to a school staff member who suffered a fire at their house.
- Scholastic book fair at Preschool sold \$605.26, which enabled TCDN to expand its library with additional books.
- TCDN held a staff raffle and the winner (Jim Simmons) won a free turkey!
- Assessments and conferences are going on at each center.
- NPASC will not be able to open following the half-day on November 23. The school district has agreed to transport children to WASC.

#### **Personnel**

- Staffing concerns continue.
- A preschool teacher who has been out on leave will return on November 29.
- A part-time WASC staff member resigned. This was the staff member's second job and was no longer able to work both positions.
- Retention award letters were sent out to staff. Awards will be paid in December 3 paycheck. Several staff members signed a thank you card to Theresa and the Board.

#### **Health and Safety**

- No COVID cases this month.

#### **Finance/HR**

- Continuing to utilize a temp agency for 24-30 hours per week of administrative support to help with finance.

- All sites have been approved and have started receiving funds for the ARPA (American Rescue Plan Act) Stabilization Grant. Total grant is \$409,547.00. Funds will be paid in 6 monthly installments of approximately \$68,000.
- We are working to identify potential uses for ARPA funds.
- Currently preparing for the audit, which begins later this month.

### **Other**

- Staff in-service day (November 2) went well. Gender identity development was an interesting topic, particularly for school-age staff. Staff members were involved and engaged, and enjoyed training.
- Currently interviewing for several staff positions.
- Daily scheduling for classroom/center coverage
- Meeting with College to discuss possible expansion opportunities.

### **Fundraising Committee**

- No report
- Board members discussed the possibility of additional fundraising opportunities, including the possibility of future bingo nights, fundraising runs, and the possibility of partnering with Occasionally Yours or other local restaurants for a “TCDN Night.”

### **Governance Committee**

- The governance committee met on November 15.
- The committee reviewed the family and employee surveys (conducted in early summer). The family surveys were overwhelmingly positive. There were some comments that the programming at the summer camp could have been more robust, but ~97% of respondents conveyed that their child enjoyed camp. OST surveys were uniformly and enthusiastically positive. Preschool families are also very happy. ~35% of preschool respondents indicated that they would like more opportunities for family involvement. Part of this may be due to restrictions necessitated by COVID.
- The committee revisited the food allergy policy, and considered specific feedback from a parent of child with food allergies in an effort to make the policy more flexible for individual families. Theresa will convey the additional information to the working group that drafted the initial version.
- The committee reviewed the status of elements of the Strategic Plan. Goals and progress are summarized below:
  - GOAL #1: Provide a well-balanced curriculum that is strategically implemented, and clearly communicated to staff and families.
    - All of the specific subgoals and action items have been completed or are being continuously evaluated and updated.
  - GOAL #2: Provide modern, convenient communications channels to efficiently exchange information with families.
    - New payment systems and enrollment systems have been implemented. New formats for daily parent communications have been developed and put in place. Weekly communications with Explorer families could be improved.

- GOAL #3: Expand substantive, accurate, marketing of TCDN to prospective families and the community.
  - Several of the action items for this goal were postponed once COVID hit. We can probably begin working on this, and the committee discussed the possibility of establishing a marketing taskforce (e.g., to improve our website and social media presence).
- GOAL #4: Develop/formalize sustainable tuition assistance practices to expand accessibility.
  - A policy has been created and approved. A communications plan was put in place. Fundraising is an ongoing issue. The board received a training session on fundraising, and the fundraising committee continues to develop new strategies.
- GOAL #5: Support diversity, equity, and inclusion at every level: families, staff, and board.
  - Most of the action items are completed or are being addressed by the DEI taskforce.
- GOAL #6: Respond to community need for quality preschool through a significant expansion of the TCDN preschool.
  - We are engaged with community partners to preserve existing relationships and exploring the feasibility of expansion.

**DEI Task Force Update**

- The task force has considered additional ways to incorporate diversity efforts into a statement and into TCDN's operations, including possible suggested updates to the Mission Statement, Vision Statement, and/or Core Values.

Next board meeting January 25, 2022

The public meeting adjourned at 8:11 p.m.