

TCDN Public Board Meeting
Tuesday, February 22, 2022
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, Gina Furia, Aaron Granger, Lisa Godlewski, Karen Golden, Dan Grodner, Diane Ibrahim, James Levine, Beth McNally, Jennifer Peck, Amy Pedergrana

Board members absent: Rachel Smuts, Corinne Weidner

Also present: Executive Director Theresa Snyder

Approval of Prior Meeting Minutes: Beth moved to approve the January public board meeting minutes. Aaron seconded, and the motion passed.

Director's Report

Program

- The Preschool had three guest visitors this past month. All of the visits were held outside. In honor of February being American Heart Month, one parent brought in stethoscopes to have the children listen to their heartbeats.
- The Church is now once again permitting the Preschool to use Parish Hall when children are not able to play outside.
- School age programs are working on activities focusing on Black History Month, American Heart Month, and National Children's Dental Health Month.
- We have begun the planning process for this year's summer camp program.
- Office staff are updating the Preschool waiting list, and preparing acceptance letters for new Preschool students.

Personnel

- Staffing concerns continue.
- A teacher in the Cricket Room resigned effective February 11, 2022, and has accepted a position with the Wissahickon School District.
- We are currently evaluating two potential candidates for the vacant Finance Manager position.

Health and Safety

- In January/February TCDN had 31 exposures or positive COVID cases, the majority of which were in the OST programs. This coincided with the nationwide wave of the Omicron variant.

OCDEL/COVID

- Office of Child Development and Early Learning (OCDEL)/CDC announced changes in quarantine guidelines effective January 28, 2022. The new guidelines reduce quarantine

to five days for non-vaccinated children, who can then return on day six if the child has no symptoms for 24 hours. Masks are required for five additional days. These guidelines are effective for all children ages two and above. Children up to age two still need to quarantine for 10 days.

Finance/HR

- Continuing to utilize a temp agency for 15-20 hours per week of administrative support to help with finance.
- We are purchasing equipment and supplies with ARPA (American Rescue Plan Act) Stabilization Grant funds. Funds must be used within the next few months.
- Audit is winding down.
- Staff is working with Finance Committee on the 2022-2023 budget planning process.
- Theresa met with Father Ted at Trinity Church to review changing COVID requirements, including the use of Parish Hall, parents entering the building, etc., as well as parameters for a new Preschool lease.

Other

- The Duckling room has received a makeover with new equipment purchased with funds from the ARPA Stabilization Grant.
- Continuing to advertise for staff through Monster, Indeed, Facebook, TCDN website, and through local colleges.
- TCDN received two donations, for which we are most appreciative.
- Theresa has been discussing best practices with The Nonprofit Center at LaSalle.
- EZ Care, our online registration software, was bought by ProCare. We are looking into other possible options.

Fundraising Committee

- The Fundraising Committee met last week.
- The Committee decided not to conduct an annual appeal this year because of the time and energy demands on staff coupled with an historically low response rate.
 - Most families that plan to make donations will give on their own initiative, rather than in response to appeal letter
- Fundraising Ideas
 - The Committee is planning a possible fundraising event in collaboration with Occasionally Yours, on a date to be determined.
 - Still considering doing a fundraising run over the summer, but concerned about having enough volunteer staffing to run the event efficiently and effectively.
 - Also evaluating a second restaurant night or a Mother's Day raffle. Looking into the possibility of big-ticket raffle donations that could headline such an event.
- The Committee started brainstorming ideas for TCDN's 50th Anniversary, including the possibility of food truck event, a gathering event for families at a local park, or a dinner at the Broad Table Tavern. The Committee discussed cost concerns associated with a larger event and the cost-benefit analysis of a higher cost event.

Governance Committee

- The Governance Committee met on February 8, 2022.

- The Committee discussed the content of the annual family surveys. Surveys will be sent out in April or early May this year so we can discuss and evaluate the responses at our May or June meetings. A number of COVID related questions were added last year. Because COVID remains a part of our lives and affects our operations, the Committee elected to keep those questions for this year.
- The Committee also discussed the possibility of asking about DEI issues, but believe that the DEI taskforce might be better suited to develop questions in that area. We also discussed whether parents were aware of or had interest in serving on the Board. There was some concern that this might end up biasing us too heavily toward recruiting parents as Board members.
- The Committee discussed desired skills for potential new Board members. The Committee identified finance, communications/PR, and construction/project management as desirable skills based on the organization's current and upcoming needs.
- A communications task force has been created, consisting currently of five members, including Diane. The task force's present responsibilities are:
 - Public relations
 - Maintaining the website
 - Community outreach
 - Social media
 - Coordinating with the Executive Director and staff on messaging
- To enable non-Board member participation, a task force was more desirable than a Board committee. If the Task Force is successful and the Board determines that it meets a recurring and significant need, we can revisit the possibility of making it a full Board committee.
- The Committee reviewed the Board Handbook with an eye toward streamlining and disambiguating portions of the text were suggested. The Committee will distribute proposed revisions to the Handbook to the Board in advance of the March meeting.

Communications Task Force Update

- The task force met on February 21, 2022. The task force currently has five members, and Diane is the Board liaison.
- The Task Force is currently evaluating our advertising initiatives to recruit additional staff, including through TCDN's social media profile (Facebook, LinkedIn)
 - Encourage all Board members and community members to like our pages on social media.

DEI Task Force Update

- The task force is working on compiling a list of books on DEI topics to recommend to TCDN families, and to encourage DEI-focused books for guest readers.
- Working on lists of short-term and long-term goals.
- The task force would like to adopt a vision statement, either for the task force or to incorporate into TCDN's overall Vision Statement: "TCDN inspires learning, connects families, and supports the community by providing high-quality preschool and school-age care. We consciously include visible and invisible diversity within our community to foster a rich social-emotional learning environment." The second sentence is a deviation from the TCDN Vision Statement.

- The Board discussed whether to consider amending TCDN’s Vision Statement, and what would be required for the task force to adopt its own vision statement.
- James moved to authorize the DEI Task Force to adopt and use the following vision statement: “The DEI Taskforce aims to promote inclusion of visible and invisible diversity within our community to foster a rich social-emotional learning environment.” Dan seconded, and the motion passed.

Next board meeting March 22, 2022 (will tentatively be in person at a location TBD).

The public meeting adjourned at 8:28 p.m.