

TCDN
Board Minutes
April 24, 2018
OASC Site

Board members present: Dane Semos, Corinne Weidner, Dan Grodner, Lisa Godlewski, Tom Saylor, Shirley Robinson, Kevin Bovard, Jo Park, Chris Hanlon, Jesse Thompson

Absent: Renee Pollins

Interim Director: Babette Racca

Guests: Maria Blessington, Preschool teacher, and Kim Mills, Preschool Coordinator

Prior Meeting Minutes: Corinne Weidner moved to approve the February minutes; Tom Saylor seconded the motion, and the present Board members voted unanimously to approve the February minutes. Dan Grodner moved to approve the March minutes; Jo Park seconded the motion, and the present Board members voted unanimously to approve the March minutes.

Preschool Report: Kim provided information on new structures to be installed on the preschool playground. The proposal for new climbing structures will cost approximately \$4,900. Other smaller items are also being purchased to freshen up the playground.

Director's Report:

Babette presented an array of items that she has worked on over the past month, with assistance from Michele and Maureen:

- Developing a 1 year work plan (target date: June)
- Reviewing accreditation options, with recommendation to keep Keystone Stars in place. TCDN will make improvements to streamline documentation. Based on Babette's and Michele's research, Keystone Stars is the least expensive and easiest to manage accreditation process. The Board expressed support for maintaining Keystone Stars accreditation.
- Implementing electronic payment option within next year.
- Investigating options for improving lighting on the playground.
- Had the windows in kangaroo room fixed.
- Working on the OASC lease renewal – Babette intends to add language to define cleaning services to be provided by the landlord. She will also request office space that is currently unused.

- Continuing investigation and discussions regarding possible additional security measures at the WASC site.
- Finished record scanning to create electronic files in the TCDN office (*i.e.*, documents that had only been kept in paper in the past).
- Developing a Board schedule of annual issues to be addressed.

Babette also reported on upcoming plans:

- Contact Jim Hardy to get him to complete exterior painting at SASC
- Complete staff evaluations
- Develop schedule for Executive Director Finalist interviews
- New A/C is being installed in Cricket Room, with costs split between church and TCDN.
- All TCDN job descriptions are being updated.
- 3 leases are up for renewal (OASC, NPASC, WASC); Babette is handling their negotiation
- Develop announcement on new job positions and changes to job duties for site coordinators; will be announced in May.

Babette presented a proposal to modify the TCDN weather emergency plan relating to early dismissals and delayed openings. The Board supported the first part of the proposal, which would add busing to after-school sites and keep TCDN open for an hour after the Wallingford-Swarthmore School District closes. The Board wanted further information on moving to a 2-hour delay in the morning (rather than a 1-hour delay) when the Wallingford-Swarthmore School District opens 2 hours late. Board members noted that delays are typically for the safety of school buses, whereas parents are responsible for bringing their children to TCDN and can determine whether it is safe to drive/walk. Maria expressed the staff would like the additional time when roads are slick. Board members noted that schools are unique in giving employees snow time/delays; other professionals do not see these benefits, making it challenging if childcare is unavailable. Also, there was a belief that many school districts give staff a 1-hour delay when students are given a 2-hour delay. The Board will investigate WSSD's policy in this regard.

The Board discussed the upcoming Bingo Night fundraiser. So far, there have been more registrations than last year. Baskets are in great shape. Michele has asked that Board members bring card tables and folding chairs in case we run out of chairs from the parish hall.

Governance Committee:

Dan Grodner indicated that family and staff surveys will be going out shortly. If anyone has additional questions for the surveys, email them to Babette so they can be included.

With respect to Board member recruiting, the Board discussed needing 3 new Board members next year, and it would be nice for the Board to have more than three options to choose from. Dana requested that each Board member think of at least one person who could be a potential candidate.

The Board adjourned to closed session.