



TCDN Board Meeting Minutes

March 29, 2016

7:30 p.m.

Swarthmore After School Club

Attendees: Andrea Borrelli, Rick Coe, Chris Hanlon, Debbie Hansen, Lily Huffman, Jill Kerr, Shannon McFadden, Cindy Murray, Renee Pollins, Dana Semos, Mark Turbiville, Tami Wible
Missing: Mel Jurist, Sarah Levinson, Renee Pollins, Tom Saylor, Mark Turbiville
Guests: Maria Blessington (preschool teacher)

Consent Agenda

1. March meeting minutes
2. Director's report was circulated prior to the meeting. No questions were posed.
3. Financial report was circulated prior to the meeting.

Discussion Agenda

1. Director's Report

Former Treasurer, Bankole Songonuga, presented an opportunity for program expansion at the Summit School. The Nether Providence Township seemed interested in leasing space to an educational organization. TCDN tenancy would provide them with a party that is familiar with the licensing and non-profit tax requirements. The township is set to close on the property on 4/23 at which time additional information, including environmental review data, will be available; there are significant improvements required to the facility (including asbestos abatement) which would need to be described with a timeline for repairs/improvements. The township members also seemed interested in the possibility of TCDN operating a part-time summer recreation program for township children, instead of the township operating it, as they have not obtained licensing. During April, the TCDN board will evaluate resources to assist in drafting a proposal to express our potential interest and need by the district's May meeting or will utilize other examples for the TCDN administration to prepare an initial draft.

2. Governance Committee Update

3-year Strategic Plan – The Board briefly discussed questions regarding the proposed Strategic Plan that will cover 2016-2019, including confirmation of the desire to pursue NAEYC as a long-term goal and a need to further investigate the risks of investing in a nature playground capital expenditure within the larger picture of our lease with Trinity. The Board approved the proposed Strategic Plan.

Preschool Expansion Update – Tami and Chris met w/ the church Vestry following a pre-meeting w/ their key decision makers. There is no formal commitment in place from the church allowing TCDN to expand into the existing choir room; if an email vote is not made, a possible decision will not be made until late April. In the meantime, cost estimates and timelines for renovations will be solicited by TCDN in order to better understand the capital investment needed and the impact on the preschool operations and ability to expand offerings in either September or January. A short-term (1 year) extension was executed with term through 12/31/2016.

Action Items - Development of the family survey and pursuing preschool improvements are continuing goals for the committee.



3. Finance Committee Update

Overall TCDN budget continues to be managed tightly with no major adjustments. Upcoming action items for the committee are lease reviews/renewals. The PEO evaluation will be made by the Personnel Committee; health insurance open enrollment period / health plan options were being addressed by Administration and are completed.

4. Personnel Committee Update

The committee has drafted a staff survey and will finalize with incorporation of any board member review comments for final board approval and issuance to staff.

Cindy to confirm presentation by expert Mary Rourke regarding social/peer conflict, bullying and child behavior for parents to be held on April 14th.with Board member attendance. A flyer will be circulated and SRS principal Dr. Tuck has agreed to share with school parents.

A board/staff year end get together is being coordinated for Friday, June 10th at Sarah Levinson's house for board/staff members and a guest (no children).

5. Security Committee Update

Security Committee to work toward obtaining additional card swipes / security cards for NPE site/families.

6. Cooperative Committee Update

Cooperative contribution requirement was finalized and communicated to parents.

An overview of the committee's current and past events and what they are intended to fund was presented.

Fundraising goals are generally to a) support the general operating budget, b) support the scholarship fund and c) to make improvements to facilities and provide materials and program enrichment opportunities. Fundraising efforts have not been able to sustain the Stuppy Fund at the rate that is required to continue scholarship provisions as in the past; events are required that generate significantly more proceeds in order to continue.

BINGO raised approximately \$1,500 (toward budget); Nelson's BBQ has closed; grants are generally made for project-specific purposes. Replacement events/fundraisers are social events with an admission fee. A Parents' Night Out recurring event where teachers would be paid to work after hours was discussed as a possible replacement event. The annual appeal donations are applied toward scholarships; the board discussed doing a second appeal to support programming/facilities needs.

7. New Business

None

Meeting adjourned at 9:30pm.