

TCDN
Board Minutes
September 26, 2017
Trinity Episcopal Church

Board members present: Dana Semos, Renee Pollins, Jo Park, Shirley Robinson, Kevin Bovard, Corinne Weidner, Dan Grodner, Chris Hanlon, Tom Saylor

By phone: Cindy Murray, Director

Guests: Kim Mills, Pre-school Coordinator; Maria Blessington, Pre-school teacher

Absent: Jesse Thompson, Lisa Godlewski

Director's Report

Cindy Murray reports that the COA Accreditation is ongoing. One endorser has been onsite, and she has been quite thorough. She has identified many positive attributes of the organization, and also identified several areas for improvement. Cindy noted several targeted areas for improvement:

- Updating the long-term/strategic plan
- Risk Management plan should be updated to be made more comprehensive
- General Emergency Response plan should be updated
- Confidentiality should be updated
- Child File Checklists should be updated and maintained
- Cultural Competency Training should be provided for all staff.

One critical area was noted by the endorser: the climber in in the block room at Swarthmore after-school site was deemed not safe. Cindy and the site coordinator immediately cordoned off the climber, and children will not be permitted to use it. The climber will ultimately need to be removed if it cannot be improved satisfactorily.

As part of the COA accreditation process, an annual maintenance report is required, and TCDN will have the opportunity to document corrections and improvements made.

The Board noted the ongoing issue with mice at the pre-school, SASC, and Explorer sites in Swarthmore. Cindy will work with church and school on the mice problem. Tom Saylor also mentioned electrical junction boxes at SRS site near the ceiling, which should be covered. Tom volunteered to contact Linda Healy to address the issue.

The Board expressed interest in continuing with COA and Keystone Stars accreditation process. Cindy noted that the Keystone Stars program requires well-developed inclusion/exclusion/expulsion policies. This warrants reviewing TCDN's diversity policy and behavior management policy. These issues will be addressed by the Governance Committee in 2017-18.

Finance:

Cindy noted the Teach scholarship program for teachers for obtaining degree. This requires financial commitment from TCDN. The Board expressed interest. Governance Committee will address.

Maureen Koch provided financials for year. These were very positive, and the organization saw positive income for the year. \$31,000 remains from the Marriott Fund, which may be used for scholarships.

The Board discussed intentions for scholarships. In past years, the Board has dedicated \$5000-7000. This year we have three preschool families seeking scholarships, which is more than usual, and could likely raise the financial demand. Finance Committee will recommend an amount to be designated for scholarships this year, and then once adopted, the applications will be reviewed.

Other

Renee Pollins moved to approve the June Board meeting minutes. Jo Park seconded. Minutes approved.

Kim Mills discussed playground safety at the Pre-school site. She has undertaken temporary fixes of wood structures, several of which are disintegrating. She has looked into a company, Cedar Works, which makes wooden playground structures. The Board indicated that Kim should remove any unsafe structures, and expressed a desire to purchase replacement structures that are safe and presentable.

The meeting adjourned.