



TCDN Board Meeting Minutes

September 29, 2015

7:30pm

Preschool

Attendees: Andrea Borrelli, Rick Coe, Chris Hanlon, Debbie Hanson, Lily Huffman, Jill Kerr, Sara Levinson, Shannon McFadden, Cindy Murray, Renee Pollins, Tom Saylor, Dana Semos, Mark Turbiville, Tami Wible

Absent: Mel Jurist

Guests: Chris + Courtney Wilson

Consent Agenda

1. Approval of Financial Report for September 2014
(Clarification was provided regarding an expense increase related to the ADP implementation)
2. Approval of Director's Report for September 2014
(Cindy provided additional information related to noted staffing changes, ERS assessment for Stars 4, licensed occupancy / enrollment at various sites, security update, etc.)
3. Approval of June 2015 meeting minutes (6/9/2015)

Meeting called to order at 7:32pm and consent agenda approved 7:47 pm.

Discussion Agenda

1. **Director's Report, 7:47-7:58 pm**

Cindy noted a busy start to the year w/ on-boarding of new employees and staffing schedule changes and a focus on the new security system implementation. Site coordinators are getting to know children, the ADP PEO system is in place (w/ an HR rep, Mary Jane Dwyer), and the NPASC program has re-opened.

NPASC space is comprised of a multi-purpose gym/cafeteria, office on stage, interior supplies storage area + exterior toy shed; metal cabinets and desks have finally arrived to complete set-up. Laura Watson has been hired as the site coordinator (pursuing her master's degree at Immaculata) with two other staff members; a 4th is being sought. A secure entry point has been provided by the school district which includes a door bell w/ remote release; further investigation of opportunity for visual assess to be made by Security Task Force.

Enrollment is strong. There is significant growth in the Explorers and SASC numbers from prior years at the SASC site. Staff started with some anxiety and are playing around with the schedule, rotating snack periods, and providing additional activities / projects.

2. **Board Handbook, 7:59-8:02 pm**

The Board Handbook has been revised and was circulated at the meeting. Tami stated a Governance Committee objective to modernize the board's electronic record-keeping, including committee work, with links for ease of accessibility to current board members and future boards.



3. **Committee Update, 8:02-9:12 pm**

2015-2016 committee and task force assignments and goals were reviewed.

The new board year brings with it a new opportunity for staff and the community at large to participate in these groups; parents and staff are invited to join committees with two exceptions: Executive Committee membership is limited to President (Tami), Vice President (Sara), Secretary (Andrea), Treasurer (Chris) and Personnel Committee shall only be comprised of board members + administrative staff.

Cindy to identify outreach and invitation to staff for involvement and “compensation” for their participation.

Governance Committee – Goals include development of new strategic plan (expired last year); addressing increasing competition from other programs (particularly summer programming); leveraging the college community, etc.

The Expansion Task Force will be a subcommittee of the Governance Committee to oversee TCDN’s desire to expand the preschool offerings at the same site in coordination with Trinity’s vestry/ABC House Committee. An early November meeting is expected to discuss combining efforts and utilizing the same architect (church member offering services gratis with proper indemnification).

Members: Tami (chair), Sara, Shannon, Tom, Dana, Cindy; subcommittee for Expansion Task Force to be determined.

Personnel Committee – Goals include monitoring performance of new ADP PEO program (joined in August; termination notice to be confirmed), evaluation and proposal of modernized approach to “benefits memo” that is financially sustainable; review + recommendation of “compensation” for employee involvement in committees.

Cindy stated that to date, ADP has been involved in officially on-boarding new employees, has been a regular resource for HR-related inquiries, and has met with employees to explain full range of benefits; additional communication about ADP offerings to employees was suggest (through newsletter, email blasts, distribution to site coordinators, etc). In general, the health plan offerings appear to be improved and either less expensive or cost-neutral to most employees.

ADP has offered a lump sum credit plus additional discounting to offset costs associated with undisclosed sharing of tax burden with for-profit entities included in the pool. TCDN costs are higher due to the fact that we lost our FUTA exemption and our Section 125 cafeteria plan. This is because ADP is the employer for payroll purposes and this was not communicated at the time we negotiated. To rectify this, we were issued a credit and a discount on fees. Finance committee to research other similar providers, specifically those providing services to non-profits. Personnel Committee to confirm that enrollment in ADP does not negate non-profit status.

Members: Lily (chair), Sara, Jill, Renee, Michele, Cindy

Cooperative Committee – Goals include continued expansion of opportunities to engage parents in cooperative involvement and sustain fundraising for the program at large.

Members: Rick (chair), Mark, Debbie, Andrea, Michele

Finance Committee – Goals include monitoring work of investment advisors/strategy, evaluating potential tuition/salary adjustments, and budget development. TCDN will be operating in a deficit this year and will need to access cash reserves while managing expenses to create a fully sustainable budget moving forward. Members: Chris (chair), Tami, Sara, Cindy, Maureen, Bankole (outgoing Treasurer), Jim McCambridge.

Post-meeting note: The board was presented with and approved the budget for the upcoming year.



Security Task Force – Goals include implementation of security at WASC in concert with Wallingford Presbyterian’s Board of Trustees, monitoring newly installed systems and their management at OASC + SASC sites, evaluating security at NPASC, etc.

Members: Tom (chair), Andrea, Lily

Curriculum Task Force – Goals include development of policy surrounding holidays + celebrations, and curriculum subjects in general. Mel is working on a draft of a holiday policy for the immediate upcoming season.

Members: Mel, Dana, Jill and parents that had expressed interest in the summer regarding holiday policy

4. Site Liaison Assignments, 9:12-9:14 pm

These roles were introduced as an opportunity to communicate program strengths and foster positive communication / awareness between the Board and programs, as well as to provide a way for site coordinators to share and communicate their program needs, problems, issues, etc.

5. New Business, 9:14-9:26pm

- Organic milk offering – parent survey was sent to gauge interest for an increase of approximately \$5/month additional tuition. Cindy is working with parents who organized the survey; managing a variety of dietary requests is difficult for teachers to track, more so within a family-style dining environment and there is a lack of room for appropriate storage of alternative food/drinks that might be provided by families.
- Director’s summary of parent survey results to be covered at next month’s meeting.

Meeting adjourned at 9:27 pm.

6. Executive Session, (minutes to be issued separately and confidentially), 9:27-10:10pm