



## TCDN Board Meeting Minutes

November 25, 2014

7:30pm

Older After School Club

Attendees: Andrea Borrelli, Rick Coe, Lily Huffman, Jill Kerr, Shannon McFadden, Jim McCambridge, Cindy Murray, Bankole Songonuga, Mark Turbiville, Tami Wible

Absent: Mel Jurist, Sara Levinson, Yong Shuai

### Consent Agenda

1. Approval of October 28<sup>th</sup> Board Meeting Minutes *Approved with revisions to be incorporated*
2. Director's Report November 2014 *Approved with the following update: Explorers/SASC coordinator will attend 11/26 SRS meeting regarding concern over 4<sup>th</sup> grade play time overlap with Explorer kindergarteners. Cindy has been in contact with Swarthmore College and the Swarthmore Community Center board regarding an accident in which an enrolled child was injured at the OASC; they have installed a temporary snow fence in the area of concern and are working toward a more permanent solution.*
3. Financial Statement + Review for October, dated November 2014

*Meeting called to order at 7:35 pm and consent agenda approved at 7:45 pm*

### Discussion Agenda

#### 1. **Director's Report, 7:46-8:32 pm**

Update from Cindy on Holiday + Celebration "Policy"

The Family/Parent Handbook is out-of-date and in need of revision; Cindy shared a proposed table of contents with the Board. Two recent issues regarding topics w/in the past year that had been raised + clarifications requested by parents and/or staff were presented at last week's staff meeting with the intention of soliciting feedback (Positive Guidance, Discipline and Behavior Management; Holidays / Celebrations). These are not policies, but practices.

The Director started a few years back to discourage staff from making holiday celebrations as significant a part of their curriculum, finding it to be inconsistent with the kind of curriculum that is part of her vision and diminishing of other curriculum (ie music became learning all about holiday/celebration vs core musical skills such as beats/rhythm/etc). Cindy felt the ways in which holidays were being celebrated were not following rules of good practice and she questioned: were children learning anything new? were they being challenged? were celebrations/curriculum becoming routine? She felt some celebrations went overboard with regards to commercialism, high-sugar foods, etc + saw this feedback in parent surveys. A slant toward the secular aspect of holidays was the impetus for an anti-bias education/curriculum that she has researched through reading, talking to other directors, + NAEYC guidelines. Cindy feels the secular aspects are best handled when parents come in to contribute. Cindy prefers educating children about holidays vs celebrating them.

Discussion around Handbook: Director's job to prepare; her plan is to involve teachers and two volunteers came forward.

The board agreed that the new site coordinator and staff will move forward planning the next celebration, the Winter Festival on 12/19, merging their concepts with emergent curriculum and communicating to parents to manage their expectation. Further discussion and investigation can follow immediately after the December holidays for longer-term planning.



**2. Cooperative Committee Report, 8:32-8:43 pm**

Shannon summarized the Annual Appeal letter which has been developed and due to be mailed out to 1000 “friends of TCDN”, including an addressed envelope, immediately following the Thanksgiving holiday.

Discussion was had surrounding the process for potential on-line/electronic donation options in the future, noting this option in the mailer.

Bingo planning will require some assistance in providing prizes; Board members will contribute \$20 each, select a VolunteerSpot donation and volunteer to assist with running the event.

Stuppy planning is in process.

Other community events to help connect families such as bowling/picnic/hike/various outings are being sought and considered; any costs would be pay-as-you-go as these would not be intended as fundraisers.

**3. Security/Safety Task Force, 8:44-9:10 pm**

Taskforce consists of Lily Huffman, Sara Levinson and Andrea Borrelli. They have met with each site coordinator to discuss site security and disaster recovery and provided a brief summary:

**SASC** – Several doors in/out of facility, but only one is used. No security system/code/etc is in place.

There is a key above the only door that is used for emergency lockdown. Passport system is in place; photo of child on one side, name on the back is used to move between inside + out with teachers using walkie talkie communication to track children. Each teacher has a maximum of 12 children. There is a blind spot between this door and the playground which is a very large outdoor space. Site coordinator is against adding security feeling it would hinder free movement of the children and their sense of responsibility and make them feel less safe.

Natural disaster plan calls for children/staff to huddle in the center of the building and/or the girls bathroom (only window-free space). The potential for use of the adjacent SRS building was raised.

**WASC** – Site is very unsecure and used by many people/organizations; doors are propped open. Used by Wallingford Co-op Nursery, youth room for the church, yoga classes, etc. Numerous entry/exits that are open and unlocked. There are multiple doors allowing free access. Measures match that of SASC (passport system, walkie talkie, code words, etc). Site coordinator is not adverse to enhancing security.

Natural disaster plan calls for children/staff to huddle in center hallway and/or adjacent room.

**OASC** – Received a letter from the site coordinator and met with her. They had had a system in place utilizing a baby monitor at the main entry door with a door bell which received parent complaints due to the amount of time it could take staff to reach the door and allow access. Single point of entry/exit to center; single point of entry/exit to outdoor space. Center is used by multiple people.

Concerned about ratio based on the size of the space which can hold up to 60 (6 staff) but current enrollment only allows for 4 staff to cover upstairs, downstairs and outdoors. They are investigating some volunteers of college age or older in order to better manage coverage of this larger facility; past high school age were not as successful. An email has been sent out to OASC members asking parents to be sure to alert the site when a child will not be attending; this will free staff members from spending time making calls. There has been difficulty getting the College/Community Center to agree to improvements such as fencing, outdoor lighting, security devices).

Site coordinator is passionate about the need for security.

Natural disaster plan has been changed from going to the field house to going to church basement; both are options.

The board asked if there any grants available for enhancing security at childcare facilities. The taskforce will review potential options and costing and make recommendations to the board.

A site-by-site evaluation to be undertaken.



**4. New Business, 9:15-9:21pm**

- Staff requested leaves noted in the Director's report requires Board approval; leave of absence was approved.
- Emergency closings for days where the school district is closed are determined by the Director and Board President. Current policy is that if TCDN closes, then staff are paid; if staff choose not to come in when TCDN is open, those staff will not be paid.
- Finance Committee asked for references for financial advisors familiar with 501c3 (non-profits).

**5. Executive Session, (minutes to be issued separately and confidentially)**

*Meeting adjourned at 9:21 pm.*