

TCDN Public Board Meeting
Tuesday, March 23, 2021
7:30 p.m.

A public board meeting was held by videoconference and telephone. All participants could hear one another.

Board members present: Corinne Weidner, Renee Pollins, Jennifer Peck, Kevin Bovard, Diane Ibrahim, Gina Pierson Furia, Dana Semos, Beth McNally, and Dan Grodner

Executive Director: Theresa Snyder

- **Approve Board meeting minutes**

Diane moved to approve the February board minutes, Dan seconded the motion, and the Board voted to approve.

- **Director's Report**

Program

- Summer registration is open. Current registration is 36. Plan on 50% capacity. Challenge finding teachers for camp.
- Explorer open house video on website.
- DHS/WASC/NPASC is in renewal, DHS is not suspending licensing at this time. Putting on hold for us over the summer for when we go to re-open in the fall.
- WSSD changed to in-person classes for 4.5 days starting 3/18/21. Total enrollment for TCDN OST programs is 37. Had to move around some furniture to make everything work. Receiving more phone calls about programs. Will do another push after spring break for registrants.
- Current enrollment is as follow: OST programs operating PM Explorers (13), SASC afterschool (16+7exp), OASC afterschool (8).

Personnel

- Continuing to advertising for teachers with \$300 signing bonus and a \$150 referral from current staff.
- Hiring two full time staff teachers for the preschool once clearances received.
- A teacher was bit by a dog at OASC and went to urgent care. Did not need stitches.
- TCDN received funds from the Pandemic Relief Fund. Each eligible teacher will receive \$600.

Health and Safety

- One COVID exposure at OASC. Child tested positive. Closed center for 7 operational days, total of 11 days closed.
- One COVID exposure in Owl Room. Teacher tested positive for COVID. Closed center for 7 operational days with a total of 11 days closed. Kim and Jackie had to quarantine during this time and had several COVID tests, all negative. The Owl room teacher's last test was inconclusive; she will take another test. The teacher is doing well.
- Severe allergic reaction occurred with a child in the preschool. The child was hospitalized overnight for observation.
 - A plan of action was developed for moving forward that includes:
 - Additional professional development for all staff through FARE. All preschool teachers have taken the training and school age teachers will do so over spring break. The training will be part of onboarding process for new staff too.

- There will be additional signage in each classroom about allergies and Anaphylaxis; there will be training on how to use an epi pen and understanding anaphylaxis.
- Staff will now make sure all parents know about allergies in their classroom.
- Will be article about food allergies in the newsletters for the next few months.
- Will make sure parents are part of the plan for each child. New families are to meet with director to review safety protocols and develop plan for child.
- Removal of all outside food from refrigerators. No outside food or staff food aloud in refrigerators in classroom. Staff food only aloud in the staff refrigerator upstairs.
- Food stored separately, in its own container, for each child to make it more identifiable.
- Reviewing possible staffing changes.
- Reviewing and updating TCDN policies and practices on food, food handling, celebrations, and activities involving food at the center.
- Cannot get a non-designated epi-pen for the classroom.
- If parents willing, can share the name of child/children with allergies in a classroom with other parents in the classroom.

Finance/ HR

- Continued monthly review of budget and expenses.
- Received Second Draw of PPP loan of \$225,000.
- Health insurance review and tuition review ongoing over the past month.
- Applied for CRRSA (Coronavirus Response and Relief Supplemental Appropriations Act) for Preschool, OASC, and SASC. Funds are for increased costs due to following CDC guidelines and lower enrollment. Potential \$13,300 for each OST site, and between \$20,700 - \$58,000 for the Preschool.

Other

- Bussing issues for OST. School district is not going to bus children to places other than their home or somewhere they are going to 5 days a week.
- Board Professional Development on Fundraising scheduled for April 14th. 6pm-8pm virtually.
- More than half of staff have received at least one dose of the vaccine.
- **Fundraising Committee**
 - Delayed the swag sale due to school district opening plans, changes in registrations, and preschool quarantines. Sale will go live the Monday after spring break. Hope to do the sale again in the fall. Offering items to teachers at cost.
 - Planning to do a virtual run June 12 through 21st called the Run for Summer. Gap in local run calendar in late May and early June period. Found a hosting site with no upfront fee. Standard 5k run/ 1mile walk, self-reported. Looking into a swag item like a branded water bottle. Need to figure out pricing, marketing etc. still.
 - Starting to think about what the anniversary year will look like and what event/events we could do in the 2022 year
- **Governance Committee**
 - Board Recruitment going well- there are currently three candidates.
 - Update on the Diversity & Inclusion Task Force: The committee reviewed the strategic plan action plan and to date the Board has done or is continuing to do many of the action items that were identified. The Board has not yet established a task for to take leadership of and push our DEI

efforts forward. Staff should also be included in the task force. Community members would be welcomed too. Parents etc.

- Any board member who wants to volunteer should send Dana an email
- Meeting adjourned

Next Board meeting is April 27, 2021