



BACC Board of Directors Meeting

October 7, 2024, 6:30 p.m. in-person at BARC

Assistant Director
Meghan Mensler

Childcare Director
Jessica Bradley

UPK Director
Sarah McKinley

Board Of Directors

President
Nora Osuchowski

Vice President
Courtney Ellis

Secretary
Christin Iacolucci

Treasurer
Molly Pezzulo

Kate Dubois
Christine Bouchard
Marcy Wilson

BOARD MEMBERS PRESENT: Molly, Nora, Courtney, Christine, Kate, Christin, Marcy

BOARD MEMBERS EXCUSED: 0

BOARD MEMBERS ABSENT: 0

TOTAL MEMBERSHIP: 7

GUESTS PRESENT: 0

STAFF PRESENT: Meghan, Jessica, Sarah

Motion to start the meeting at 6:29PM

- 1st: Courtney
- 2nd: Molly
- Discussion: None
- Yes: All
- Nay: None
- Abstentions: None

I. Approval of September 2024 Board Meeting Minutes

Motion to accept the meeting minutes

- 1st: Molly
- 2nd: Christine B.
- Discussion: None
- Yes: All
- Nay: None
- Abstentions: None



II. Good of the Order

Meghan: Good start to school year

Jessica onboarded a few and only lost one SACC employee.

Background checks are coming through, depending on how quickly fingerprint done could be 1-2 weeks tops until they are fully cleared but typical a few weeks.

III. Treasurer's Report- See Financials

Questions about bank account transitions: BSNB access is done (Jen has bill pay access); Adirondack Trust still in progress – a lot of backend paperwork; prior board members should have been taken off and they were not so extra hoops to jump through. Saratoga National and Broadview are done; will need a motion to remove people and move \$ in Broadview.

- Jen and Molly are meeting every Wed at 3:45PM-5PM; Molly can sign checks as needed during that time
- Jen will need to write the checks (Molly, Nora or Courtney should sign) and will try to get the version of checks that can be printed in QuickBooks instead of maintaining a checkbook
- Streamlining bill pay in underway; contract inventory and new process for invoices via SharePoint with goal to have that done by Jan 1, 2025
- Finalizing the 2025-26 Budget and organization of current financial documents has been the focus
- Do not have contracts for accountant and bookkeeper even though they are paid on a contract basis; need to get that taken care of

IV. Director's Report, Programs Reports, SACC Report

Meghan forwarded the directors report, no questions



V. Reports of Standing Committees:

a. Executive/ House – Maintenance, landscaping (Nora)

- Clear that we need a maintenance person
- \$54K a year for Nightrider contract as well as paying Jenny and part time maintenance would be close to \$100K
- Understand the need and it should not fall on the staff; repairs and other things that come up do justify need for on-site maintenance person
- Meghan: not sure need someone on site for maintenance but if have a list of needs and use Gadwah Solutions as needed?
- Nora: would still need to have a contract even to have them available
- Nightrider is the cleaning company; does not provide maintenance; needed a commercial business to ensure always have someone to clean versus having someone call out and then building not cleaned when kids arrive
- Landscaping is \$16K; only 6 months into 1 year contract, weekly mowing, refresh mulch, spring and fall clean up, cut back brush in fire lane, refreshing stone and have plants in the main stone around, add mulch or stone in the playground (that had not been done yet)
- After some research \$2500 a month is reasonable but haven't fulfilled the contract yet; Nora is working to get it done
- Sarah: may have been discussion about adding more mulch in playground to extend the current area; wood chip playground mulch wanted to do rubber but hard to find, expensive and toxic
- Nora: will follow up with them and still need to schedule fall clean up time as well
- Meghan: weekly mowing has not been consistent; summertime was a little rough; lawn was high first week of school
- James Lawn is the service; contract started in June; may need to look into alternatives once year contract is up



b. Audit/Finance – Change of accounts update, audits, 2025 budget, Transfer of funds from Broadview to BSNB.

- Audit is ongoing, Meghan has been sending Don all the SACC accounts payable and still need some bank statements (Adirondack Trust and Broadview)
- Budget in progress; numbers are good for 2024-2025 but will need to look at the budget for UPK next year knowing the funding from district will be reduced
- Summer programming is not close per the previous budget; will need to look at increasing summer cost programming soon
- DSS full daycare cost language was updated in the past year and will hopefully clear up any debts for DSS families
- Summer travel camp is not fully covered by DSS so need to consider that eligibility for scholarships to bridge the gap – should be a goal for us to reserve some funds
- DSS eligibility about 10 families out of hundreds of families
- Deficient \$120K currently; still working on getting that down
- Meghan: working on getting programs full and fully staffed and get in better financial state is our goal
- Expenses for IT contractors, more time for Don with forensic accounting investigation, legal fees – looking to move \$50K from Broadview high yield savings account to checking but will need motion for that later in the meeting

VI. Reports of Ad Hoc Committees:

a. Fundraising/Marketing/Grants–

i. Update on current grants (Molly)

- Did not get the Casino grant
- If there are grants that staff want to apply to, please send to Molly and can talk through it and help with grant writing
- Meghan submitted for Saratoga County Teen grant
- Sarah and Nora working on Saratoga Arts grant for UPK movement classes



- Grant approved for Swim transportation reimbursement; email indicated that we have been approved just need to get the papers in to get reimbursed. Need to provide the proof before you get funding; Meghan/Jessica need to send in the forms ASAP to get the reimbursement (could have been sent 8/30)
- Used “Connected Kids” last summer, was not available this past year – not sure it is allocated every year.
- Sarah meeting with Matt Waylen in the district on Wednesday to discuss new funding opportunities (only supplies and equipment usually funded but will ask about yoga, music, movement classes)
- Fundraising opportunity: Ryan would be happy to do a quick merch apparel fundraising – just need verbiage for emails or send to families via a flyer. Kid/family matching options for field trips or something in time for the holidays – needs to be done in next two weeks. Brian will also work with Ryan on fundraising ideas; Meghan to connect them and make sure to set clear guidance on what we want for merch to Ryan.
- UPK fundraising for artwork will have that around the holidays. Thinking of doing a UPK night where we have 2 hours of a care with teachers and maybe some teens to help with art project; could charge \$50 a kid. Ryan can also run those too and he can help, Meghan and Jessica have done drop off days for older kids (5+). May need to do less kids to keep in ratio but can do that. Have a lot of volunteers from BARC could help out. BACC could do a “meet the teacher” night of care for future. Once in a good staffing place and having Brian in place for community events like this will be easier to make happen.



ii. Update on marketing (Kate)

- Meghan and Kate met with Sharon week before last; summarized in email. Walked through the recruitment campaign; there are more videos than we contracted them to do.
- Will put those to use and Meghan will post them to social and website. Want to put \$ to boosting these videos, starting with \$20 a video for a week. This will fall under our advertising budget so no need to vote on it.
- Need to update the employment landing page. Sharon from Borgos advised to tailor down the application to make sure people are not dropping off.
- Kate will create a new Google Analytics account since cannot determine which was being used in the past. Can't track the current campaign but we can use it moving forward. Nora asked Christin to try to log in at BACC on Wednesday with Meghan. (Kathy's email is recovery email; 2 factor id is failing).
- Not clear yet if the recruitment campaign has been a success or not, need to pull applicant numbers by month to see if that has increased. Runs until 11/15 so still have some time. Videos should give a good boost of Saratoga County geo-fencing impression targets.
- Already paid for Borgos tactical plan and meeting on 10/21 to go over the plan that they suggest; we don't have to hire them after but we still get the plan. Saratoga Leadership strategic plan not yet kicked off and that is broader than just marketing.

b. **Membership– No report;** Rob was supposed to sit in but will be here next month. Need more board members.

c. Program & Personnel – Executive Director Succession Program, PTO accrual & carry over, ED search

- Succession plan in progress; working weekly with directors to have job descriptions and interim ED tasks documented and urgent to do's tracked. Will edit succession plan template with BACC contact information and tailored to specific roles/backups.



- PTO: Meghan is printing out all the PTO and working with Paylocity to make it right for part time staff accruals. Full time staff are front loaded so should not be any issues there. Need to determine 2 weeks roll over or not. April revision of handbook was not in there; PTO roll over not transferred over in handbook and kept it out since we added in the pay out option. UPK PTO needs to be on school calendar (ends in June). Lead teachers have PTO in their contracts; Sarah to send to Molly as we need to have that contract language added to handbook. Paylocity set up was wrong, carry over is not correct because of the calendars are different for UPK. For part time assistant teachers, Sarah cannot find any contracts so not clear that anything was written for their scenarios. Will need to work with Paylocity to flex with two calendar years and assign different policies for UPK employees. Have a lot of functionality that we are not currently using (onboarding, expenses/reimbursement, rewards/recognition, benefits management). Need to make sure employees request the PTO buy out correctly per NYS law.
- ED search: Courtney sent out a review of search details so far. Have one panel interview this week and a few more phone screens to go through and hoping to have another panel interview out of those. HR/FD role not yet posted since still have to determine budget. Total 51 applications, 10% of pool have been phone screened. Majority of applicants from Indeed but not high caliber; direct applicants were more qualified.

VII. New Business

- a. Leadership Saratoga – meeting Tuesday 10/15 at BACC



VIII. Unfinished Business

- a. Motion for Broadview bank account to remove Kathi, Gerry and Ken
 - 1st: Molly
 - 2nd: Kate
 - Discussion: None
 - Yes: All
 - Nay: None
 - Abstentions: None
- b. Motion to move \$50K in Broadview from savings to checking:
 - 1st: Christine
 - 2nd: Marcy
 - Discussion: None
 - Yes: All
 - Nay: None
 - Abstentions: None

IX. Announcements – Next meetings, Monday, Monday, November 4th and Monday, December 9th.

- a. Car Show on Sunday 10/13 BACC will be there
- b. Columbus Day center is closed but will have staff training day

X. Executive Session

- a. Motion to go into executive session at 7:50PM
 - 1st: Molly
 - 2nd: Christine
 - Discussion: None
 - Yes: All
 - Nay: None
 - Abstentions: None



XI. Adjournment

Motion to adjourn the meeting.

- 1st: Molly
- 2nd: Courtney
- Discussion: None
- Yes: All
- Nay: None
- Abstentions: None

Meeting adjourned at 8:47PM