



BACC Board of Directors Meeting

November 4, 2024, 6:30 p.m. Zoom

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: Nora, Courtney, Christine, Kate, Christin, Marcy, Molly

BOARD MEMBERS EXCUSED: 0

BOARD MEMBERS ABSENT: 0

TOTAL MEMBERSHIP: 7

GUESTS PRESENT: Rob Bonsall

STAFF PRESENT: Meghan, Jessica, Sarah

Motion to start the meeting at 6:34PM

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

Intros for Rob new potential board member/visitor

I. Approval of October 2024 Board Meeting Minutes

Motion to approve the board minutes.

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



- II. Good of the Order
- Missing 200K has been found!
- III. Treasurer's Report- See Financials; also Update on current grants (Molly)- Saratoga Arts, Giving November, Benevity donation, Broadview donation
- Financials are in a good place, moved 100k from Broadview into BSNB, various CD are now renewed. Budget planning underway. Molly to meet with Jenn next week. Invoicing grants and \$1K donation received through Broadview. Please share UPK flyer with your contacts for month of giving. Saratoga Arts Grant needs to be in by tomorrow; Nora is on that. No other grants in progress; Holly grant is opening this month and due by Jan; Meghan will keep us updated.
- IV. Director's Report, Programs Reports, SACC Report-
- Director's report: BACC costume closet was a success and had the Saratogian come out to interview about it. Signs for costume closets were out; got rid of 50-70% of the costumes from last year. Other schools have their own closets; may want to do our own winter closet maybe toys or winter gear.
 - Car show table went well, teen participation is up to 10 kids a night (peak was 60 kids). Started a D&D team, homework raffle with gift card.
 - Recruitment videos from Borgos did well and resulted in some traffic to Indeed postings and BACC website. Still in need of staff and struggling in hiring department.
 - Received \$10K from Saratoga County from claim we submitted
 - Workforce retention grant submitted for round two
 - Summer swim transportation grant reimbursement was also submitted
 - Staff holiday part at Strike Zone will be on 12/10
 - Need to ask for Halloween costume donations now? First need to look at the storage unit to see what space we have there. Meghan to look at visiting that in the next few weeks.



- UPK report: losing 3 students, one is moving and two will be placed in a more supportive environment. Going through the wait list now and there may be spots available as we have a short wait list. If know of any kids looking for a spot, send them to BACC website or email Patty Ball with district to fill out paperwork to be put on the wait list.
- UPK fundraising: \$192 from picture day % and \$300 check in coming and kicked off month of giving with UPK flyer which already received \$100 donation and \$50 donation via PayPal.
- SACC report: lost a staff member (moving to FL) and just started a new after care staff member taken from UPK sub pool. May have 1-2 spots for aftercare that could be available for the UPK open spots.

V. Reports of Standing Committees:

- a. Executive/ House – Outstanding issues of maintenance and landscaping contracts. Additional office space (Nora)
 - o Landscaping contract will wait until new ED starts and look at getting new quotes in the spring
 - o Maintenance needs to be evaluated as very costly ~\$100K to hire a new subcontractor as well as pay current cleaning staff
 - o Need to evaluate additional office space for new position of FD/HR once new ED starts
- b. Audit/Finance – Change of accounts update, audits, 2025 budget, travel grant reimbursements
 - o Change of accounts are all set
 - o Don is set with audit needs; meeting with Meghan on Wed and audit needs to be done by 11/15
 - o Forensic audit results will be delivered on Wed as well
 - o Grants mentioned previously in meeting but also \$300 received from Hannaford bag program



VI. Reports of Ad Hoc Committees:

- a. Fundraising/Marketing/Grants– Update on marketing- Tactical Plan (Kate)
 - Analytics show our cost per click is 50 cents which is great on FB ads so they are performing well and good value
 - Met with Sharon and review proposal plan; will need to let the new ED weigh in and see what parts of the plan we want to pursue
 - Brand awareness, paid search and paid social going would be the next steps for Jan could look at a monthly budget for that 1-2K (need to have a motion for this next month)
 - Already paid for a brand refresh (not complete overhaul) and that has not been done yet and can be done in Jan as well
 - This could be an intern opportunity for college; would need to act on this soon if want to pursue
 - Where did we leave this with Sharon? Said most would wait on ED but want to kick on the paid search and social media and would report back before the new year. Start getting our story out there for brand awareness.
- b. Membership– Potential members (Krystal Nowhitney Hernandez & Rob Bonsall)
- c. Program & Personnel – Executive Director Succession plan, PTO accrual & carry over, ED onboarding
 - Succession plan: took Lifeworks example and edited it down to our needs; added all director roles and ED and updated it to have key contacts, key dates/calendars and tasks for each role. Will aim to have that finalized in next few weeks to have it ready for new ED and voted on in next board meeting.
 - PTO accrual: Paylocity issue as of 10/23 was fixed and now accruing correctly. Meghan has gone through prior to 10/23 and audited the accruals for all staff. UPK teachers have been fixed (they get the same accruals each year). If carried over into 2024 those hours were kept and then divided by 30 (1 hour earned every 30 hours worked) to get to the accurate PTO hours.



- Will need to notify staff that may receive a large number and will also starting PTO buy out so want to have the correct PTO in place. Meghan to draft and work with Courtney on memo.
- Nora approves the methodology and Meghan should proceed.
- Option to buy out or lose time? Carry-over was taken out of the policy and procedures which we will need to update before the end of the year. That will be done before next month so we can vote on that to be put back in. Up to 40 hours of PTO can be cashed out for both part time and full-time staff.
- UPK buy out done at end of school year? Yes, will need to put that in handbook. Meghan may need to make some adjustments to address some UPK teacher's hours that were based on a verbal agreement from a previous ED that do not align with current handbook. Sarah, Meghan and Nora to meet on this
- \$250 sign on bonuses for the staff; Jessica sent the list to board for awareness/approval. Should this practice still be continued or not? Unclear if the sign on bonus is working or not. Will finish out the year with it and then see how it goes. Was already approved as part of the workforce retention grant funding but did not pay it out by Sept 1 due date; already approved so no need for another motion.
- VITA program: Meghan met with Lifeworks: Angelo is the site manager and doesn't do any outside of business hours so not a lot of evening space. Could take on all returning clients from BACC at Lifeworks but we need to provide the evening and weekend space and help with volunteers for the services. Bill is willing to help, Jen may help, Kathy Lee and Naomi may also. We did approve a coordinator for this position in the budget but have not advertised for this yet. Decided to consolidate services for community to Lifeworks this year and we can provide supplemental coordination and volunteers.



VII. New Business

- a. Holiday dinner December 9th at The Real McCoy with Neighborhood Kitchen catering. Open to staff leadership – will need to get a final headcount soon.
- b. Onboarding deck has been prepared for new ED; Will start Mon, Tues and Wed before Thanksgiving holiday. Need to schedule on-site visits. M and T are half days for school kids; school is closed W. UPK will leave by 11:30 on T so UPK staff could meet with new ED right after.
- c. Executive session will be rescheduled to after the results of forensic accountant next Wed 11/13.

VIII. Unfinished Business

- a. Leadership Saratoga – only Tuesdays work for them (4:30-5:30). Will need a conference room space for them and could use BARC. Monday, Wed evenings would be preferred instead; Nora will email them back.

IX. Announcements – Next meeting, Monday, December 9th.

X. Executive Session – N/A

XI. Adjournment

Motion to adjourn:

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

Meeting ended at 7:52PM