

**BACC**  
**Board of Directors Meeting Agenda**  
**April 8, 2024, 6:30 p.m. via zoom and in-person**

**BOARD MEMBERS PRESENT IN PERSON:** Nora, Christine, Courtney

**BOARD MEMBERS PRESENT VIA ZOOM:** Molly, Kate, Christin, Marcy

**BOARD MEMBERS EXCUSED:**

**BOARD MEMBERS ABSENT:**

**TOTAL MEMBERSHIP:** 10

**GUESTS PRESENT:**

**STAFF PRESENT:** Colleen Russo, Meghan Mensler

**Approval of the January 2024 agenda**

- 1st: Chris
- 2nd: Courtney
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

**Approval of March 2024 Board Meeting Minutes**

- 1st: Kate
- 2nd: Chris
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

**Good of the Order**

**Treasurer's Report- See Financials**

- Colleen typically uses March as a budget-guiding month, breaking even everything looking good.
- Shed and parking lot updates coming this month.
- Colleen will send card to Bspa Village DPW for parking lot.

**Director's Report, Programs Reports, SACC Report**

- Since report was shared BACC is booked for summer camp!
- Teen program, 2 girls hoping to have active program spring into summer and fall and working on staffing
- Bonacio coming w/ architect on Wednesday to visualize the space
- Tonka has a grant right now that might be of interest, Nora to share with the committee.

## **Reports of Standing Committees:**

**Executive** – Nora Osuchowski – No report

**Audit/Finance** – Vacant

## **Amended Budget with staffing additions, rate increases, staff raises**

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

## **Reports of Ad Hoc Committees:**

1. **Marketing:** Marketing proposal update and current grants
  - Meeting update - met with borgos, but has some concern on pricing. Plan to spend 30k per year in advertising efforts. Need to be prepared for pricing.
  - Discussion around a plan to spend 10% of the capital campaign on marketing.
  - Kate and team will schedule another meeting with Victoria, and make decisions ahead of the next board meeting - Kate and Courtney to prepare a report ahead of the next Board meeting.
2. **Grants** - update in the directors report.
3. **Fundraising** - bowling alley option chris to look into it. \$20 per person
  - Discussion around how and what board members can help out with
    - Hoffman car wash
    - Pasta dinner - dates TBD
    - speckled pig fundraiser? wind chill? golf tournament?
    - Fundraising group to meet to discuss more.
    - Nora to share dates for committee to connect
4. **Membership**– No Report (Potential new board member) - Nora will share more information as she receives it.
5. **Program & Personnel** – No Report

## **Unfinished Business**

### **Personnel Handbook Revisions (see updates listed below)**

- 1st: Molly
- 2nd: Christin
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

## **April 2024 Vote - Motion for updates to employee handbook**

1. **EVALUATIONS AND PROMOTIONS:**
  - a. Update: Probationary period: 3 months for all staff
  - b. Update: Annual reviews: Establishment of review cycle to include compensation and total rewards package updates
  - c. Update: Establish employees are not eligible for raises until after 6 months of employment
2. **DISCIPLINARY ACTION / DISMISSAL:** Discussion to further define the concept if “multiple warnings” to:
  - a. Verbal
  - b. Written
  - c. PIP with established period improvement - termination could happen after outcome of unsatisfactory improvement plan
3. **RESIGNATION: Remove:** remaining PTO to be paid upon resignation.
4. **HOLIDAYS:** Update: addition of six holidays to handbook, including time and a half paid for specific holidays:
  - a. Time and a half may be paid for:
    - i. Juneteenth
    - ii. Presidents Day
    - iii. Veterans Day
    - iv. Christmas Eve
  - b. Full staff agency closure for:
    - i. Martin Luther King Day
    - ii. Columbus Day
5. **PTO:** Updates:
  - a. Annual PTO accrual payout option: Employees may request to be paid out remaining PTO (up to 40 hours) from November 15 through December 15. Payment will be made in a one time lump sum, and hours will be removed from an employee’s carry over balance to the following year.
  - b. Add to policy: Bereavement: up to 3 days for a first degree relative. Employees are not to charge your PTO for this use.
6. **Childcare:** Updates:
  - a. Parents may not work in the same program as their child. Employees are not able to skip a childcare waitlist.
  - b. Employees may take advantage of a 50% discounted rate for the school year before and after care program(s).
  - c. If an employee is separated from BACC, students are able to remain enrolled but tuition will revert to full price on the first of the following month.
7. **Miscellaneous personnel handbook topics:** Mileage: defined at rate to prevailing mileage wage per New York State.
8. **COVID Policy** - Per March 2024 guidelines, remove COVID protocols from employee handbook.

## **New Business**

Salary Study - Motion to purchase the salary study for a cost of \$475.

- 1st: Molly
- 2nd: Chris
- Discussion: Application & Handbook revisions to address suspension from BACC programs.  
Colleen to draft something and send to executive committee
- Yes: all
- Nay: None
- Abstentions: None

## **Announcements**

- Next meeting, Monday, May 13th, 2024

## **Adjournment**

- 1st: Courtney
- 2nd: Chris
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

**Meeting ended at 7:40pm.**