



**Executive Director**  
Caelynn Prylo

**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

**BACC**  
**Board of Directors Meeting**  
Monday, February 10, 2025  
**6:00 PM**

**BOARD MEMBERS PRESENT IN PERSON:** Courtney Ellis, Molly Pezzulo, Nora Osuchowski, Christine Bouchard

**BOARD MEMBERS PRESENT VIA ZOOM:** Christin Iacolucci, Kate Dubois, Marcy Wilson

**BOARD MEMBERS EXCUSED:** None

**BOARD MEMBERS ABSENT:** None

**TOTAL MEMBERSHIP:** 9

**GUESTS PRESENT:** Krystle Nowhitney Hernandez & Randy Hotaling

**STAFF PRESENT:** Caelynn Prylo, Executive Director

**1. Approval of the agenda**

- 1st: Christine Bouchard
- 2nd: Molly Pezzulo
- Discussion: Slight update to the date for the March 10<sup>th</sup> meeting.
- Yes: all
- Nay: None
- Abstentions: None

**2. Approval of January 2025 board minutes**

- 1st: Christine Bouchard
- 2nd: Molly Pezzulo
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

**3. Motion to call the meeting to order 6:03pm**

- 1st: Courtney Ellis
- 2nd: Christine Bouchard
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

**4. Good of the Order**

- Caelynn reported that 78 tickets sold for the kids only chocolate fest event. BACC made over \$850.
- UPK applications are open, there are currently 7 sites across the district.



#### 5. Treasurer's Report

- Molly reviewed financial reports, BACC received **\$10,000 from the Town of Ballston**
- Reserves are over \$675,000, the center is in good financial health.
- PayPal access is all set for Caelynn.
- Overall, the center is in a good financial position. Looking to increase grant applications in the coming months.
- Caelynn reviewed current grant opportunities:
  - Applied through the Ballston Spa Ed foundation for STEM items, smart TV, protective screens for the UPK classrooms.
  - Price chopper - charitable giving \$100 for the 3/1 kids event.
  - Hawley foundation grant received – supported 6 kids scholarships historically, we will apply again.
  - Working with NYS to be a prequalified vendor in the new grant system, which allows BACC to apply to grants through the NYS system.
  - Sunmark Foundation
    - Caelynn reached out to the head of the foundation for a meeting, more information forthcoming.
  - Molly mentioned a Broadview grant opportunity with community voting – will look into this for next year.
  - Target Circle Giving Voting – working to get access to the target account.

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#### 6. Director's Report, Programs Reports, SACC Report- (Caelynn)

- Room 4 looks over capacity because the cost is different across UPK and SACC, these kids are split across rooms 3&4.
- Marshal & Sterling workers comp insurance rates expected to go up due to payroll increases.
- UPK before care – required to have a bachelor's degree
  - Discussion ensued about hiring staff for the before care time slot.
  - 10 parents seem interested in before-care, need address staffing at the moment. Position posting is boosted on LinkedIn. The 4 year old room requires a Bachelor's degree.
- Discussion around conflict-of-interest forms and that all conflict-of-interest forms among new hires are completed during onboarding. Also making a note that staff should update their conflict-of-interest forms if they have not already done so. Board members will update their conflict-of-interest forms on an annual basis in January.

#### 7. Reports of Standing Committees:

- **Executive/ House – Office Space (Nora)**
  - Nora met with Caelynn to review space for FD position.
  - Getting bids for a wall for Room 2 for office space.
- **Audit/Finance –Caelynn added to BSNB account**
  - Don received final report from the forensic accountant, awaiting correspondence update.

#### 8. Reports of Ad Hoc Committees:

- Fundraising/Marketing/Grants–
  - Update on current grants (Molly/Caelynn)
    - Reviewed prior.



- Update on marketing (Kate)
  - A lot that can be worked on in-house, social media, etc.
  - Looking into using constant contact for general email lists
  - Caelynn is having issues with accessing the Gmail account, recommendation to contact our legal team to communicate with Google as we currently owe ad fees to Google and have no way of logging into the account.
- Discussion of fundraising going forward
  - In the beginning stages a 3/1 fundraiser with GoKids
  - Fundraising ideas, fun run concept.
  - Ballston Spa Country Club Golf Tournament
- Discussion on new maintenance staff, BACC threw Jenny a retirement party.
- Coffee planet supply drive is ongoing through the month of February.
- Membership
  - Motion to accept Krystle Nowhitney Hernandez & Randy Hotaling as board members.
    - 1st: Courtney Ellis
    - 2nd: Christin Iacolucci
    - Discussion: None
    - Yes: all
    - Nay: None
    - Abstentions: None
- Program & Personnel –P&P Revisions (PTO, WFH, UPK)
  - Courtney and Caelynn to connect on the P&P and will share updates at next meeting.
  - UPK staff discussion about the following topics:
    - PTO
    - Handbook, ensuring access to current version.
    - Policies for UPK will be clarified in the revisions. It is important to note that BACC is not the Ballston Spa school district and UPK staff are separate from the district employees.
    - Discussion around having UPK staff undergo SCR extensive background check so that they will qualify to work adventure days if needed/wanted. Discussion around current background check processes, review. All new staff moving forward will undergo background checks.
    - Hire date seems to make a difference among BACC SACC and UPK employees regarding pay. ED has received written grievance from 3 part-time UPK staff on holiday pay PTO buy out changes to come.
    - UPK reviews will occur over April/May.
  - Board reviewing the handbook and discuss timeline for finalizing, ideally in June 2025.
  - The board will address grievances and address accordingly.
    - Staff are welcome to use PTO for holidays if they would like.

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#### **9. New Business**

- Posting of Finance and Human Director
  - Courtney to post the position across platforms this week
  - First round interviews begin as soon as possible with Molly, Courtney, and Christin.
- Rate increases for summer & travel 2025 and September 2025 SACC.
  - Opting for a 7-week program for Summer, remove the July 4<sup>th</sup> week to allow for cleaning, staff PTO, etc.
  - Price changes were reviewed in Caelynn's report.
  - Adding in a drop date up to 1 month and no refunds.
  - Registration to go live within the week.
  - September rates to be discussed at March 2025 meeting.
- Capital Region Chamber
  - Caelynn to remove the center as a member, no benefit at the moment.
- Tech review
  - Caelynn met with Colden and did a tech review. Caelynn will update the board should anything change with technology.

#### **10. Unfinished Business**

- a. Leadership Saratoga next meeting will be on 2/26/25 at 2PM at BARC building with Nora and Caelynn.
- b. UPK 2025-26 budget concerns & proposed before care program

#### **11. Announcements – Next meeting, Monday, March 10<sup>th</sup>.**

#### **12. Motion to enter Executive Session**

- 1st: Courtney Ellis
- 2nd: Christin Iacolucci
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

#### **13. Adjournment out of executive session and adjourn the board meeting.**

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

Meeting adjourned 8:11pm.

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