



**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

Christine Bouchard  
Kate Dubois  
Krystle Nowhitney -  
Hernandez  
Randy Hotaling  
Marcy Wilson

**BACC**  
**Board of Directors Meeting**  
Monday, April 7, 2025  
**6:30 PM**

**BOARD MEMBERS PRESENT IN PERSON:** Courtney Ellis, Molly Pezzulo, Nora Osuchowski, Christin Iacolucci, Christine Bouchard, Marcy Wilson, Krystle Nowhitney Hernandez & Kate Dubois

**BOARD MEMBERS PRESENT VIA ZOOM:** Randy Hotaling

**BOARD MEMBERS EXCUSED:** None

**BOARD MEMBERS ABSENT:** None

**TOTAL MEMBERSHIP:** 10

**GUESTS PRESENT:** None

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

**1. Motion to call the meeting to order at 6:32PM**

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

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

- 1st: Courtney Ellis
- 2nd: Kate Dubois
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

**3. Good of the Order**

- UPK 2025-26 fully booked at BACC
- 34 slots still available in district, none at BACC



#### 4. Treasurer's Report – (Molly)

- Sunmark CDs - will need to discuss what we would like to do with these as they come up for maturity within the next few months - Continue or other options?
  - Currently very diversified, previously thought open accounts with lots of banks to get board members in but didn't happen. Adirondack and Saratoga National not as easy to work with so may look to drop those once they mature to have cash on hand for building reno (this fall)

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- UPK Staff payments in transaction detail; clarified that was salary, not supplies
- Questions? Nora found some % are high and not sure why i.e. donations at 200% and salary 7: 58%. CP will need to ask Jen what these journal entries – may be staff salaries for working community events

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

- Hawley foundation gave \$4K
- SWIMS grant \$11K for summer bussing
- Asking for more funding from Village \$17K
- All Summer programs are full
- Before care started for UPK; advertised to schools for that (currently only 1 UPK student)
- 1<sup>st</sup> adult community class (Pickleball) started today; 14 enrolled
- Village Pool will waive pool fees for DSS and scholarship kids this summer
- Electrician was on site today to look at the fans in the gym, mainly just needs to be cleaned but electric is functioning; will need to go on maintenance schedule to do this cleaning every 2 years (not sure when last time was cleaned maybe 8-10 years)
- RFP seeking new accountant and auditor, deadline 4/21, heard no from 2 out of 6 already
- Don is filing extensions for Fed taxes & CHAR 500; 2023 audit is holding up our state grant funding; not sure when will get that from him (end of summer?), contract signed last Oct did not give any date on audit, may move this over to new accounting firm?
- GTM is wanting our business for payroll software, very good customer service but cost savings is not there yet, looking at insurance for more consolidation/cost savings
- Discussion on Leadership Saratoga staff development opportunity
- UPK registration is now on Playground app & will manage the program (first time digital registration; previously paper only). District will be asking for more data from us so this digital tracking will help.
- Discussed SACC proposal 10% rate increase across the board, keeping sibling discounts
- Will not completely offset the budget loss but CP will get Nora the final numbers
- Staffing crunch still happening, lost two staff over past two weeks, just extended two offers in past few days, but if someone calls out then lose an admin to support sites
- PayPal Giving connected to Venmo; like Benevity it's a benefit for nonprofits that allows people to select what non-profits you can assign benefits/matching dollars to donate) could advertise to UPK families?
- Facility rentals plan for birthday parties should be ready to present in a month or so



**6. Reports of Standing Committees:**

- **Executive/ House – Office Space & Landscaping (Nora/Caelynn)**
  - Will ask maintenance to mow lawn instead of renewing landscaping contract; need to determine liability with him bringing his own equipment?
  - May look into SaratogaScapes for mowing as they were great with snow removal.
- **Audit/Finance – (Molly/Caelynn)**
  - Finance Director applications: 3 strong candidates - phone screening next week
  - 401K matching available; just need to educate staff on the benefits
  - Paylocity is no longer charging for sales tax

**7. Reports of Ad Hoc Committees: Fundraising/Marketing/Grants**

- a. Update on current grants (Molly/Caelynn)
  - CP needs time to do more grant research, applied with Broadview for safety grant but will be first week of May before know if we got it or not
- b. Update on Fundraising Marketing (Kate/Caelynn)
  - Discussion of fundraising going forward – Hoffman’s Car wash happening now
  - Planning Mom Prom in the fall with BARC
  - Spring Fling Dance 5/3 – tickets \$15 and sold 12 tickets already (60 is goal)
  - A lot more engagement on newsletters and more intentional, building partnerships, awareness of giving partners, promoting fundraisers - Father’s Day gift car wash idea
  - Meeting weekly with marketing committee to build the foundational work and then can push more ads once get the engagement
- c. Membership – None
  - Branded pitch deck and 2023 annual report could share for recruiting
- d. Program & Personnel –GTM
  - Handbook meeting 4/16 at 1PM – CP is sharing what we have with GTM in advance of the meeting

**8. New Business - none**

**9. Unfinished Business**

- a. Leadership Saratoga meeting 4/22 at BARC 1PM– will be their final presentation and anyone is welcome to attend
- b. UPK 2025-26 proposed before care program – discussed, notes above
- c. Posting of Finance Director - discussed, notes above

**10. Announcements – Next meeting, Monday, May 12<sup>th</sup> at 6:30PM.**

**11. Motion to enter Executive Session at 7:38PM**

- 1st: Randy Hotaling
- 2nd: Christin Iacolucci
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

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**20 Malta Ave., Ballston Spa, NY 12020 · [P] (518) 885-3261 · [F] (518) 885-0259**



**12. Adjournment out of executive session.**

- 1st: Kate Dubois
- 2nd: Molly Pezzulo
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None

**13. Adjournment of the board meeting at 7:50PM**

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