



Executive Director
Caelynn Prylo

Assistant Director
Meghan Mensler

Childcare Director
Jessica Bradley

UPK Director
Sarah McKinley

Board Of Directors

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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, May 12, 2025
6:30 PM

BOARD MEMBERS PRESENT IN PERSON: Molly Pezzulo, Nora Osuchowski, Christin Iacolucci, Marcy Wilson, and Randy Hotaling

BOARD MEMBERS PRESENT VIA ZOOM: Christine Bouchard, Kate Dubois

BOARD MEMBERS EXCUSED: None

BOARD MEMBERS ABSENT: Courtney Ellis, Krystle Nowhitney Hernandez,

TOTAL MEMBERSHIP: 8

GUESTS PRESENT: None

STAFF PRESENT: Caelynn Prylo, Executive Director

1. Motion to call the meeting to order at 6:39PM

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

2. Approval of April 2025 board minutes

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

3. Good of the Order

- Deja accepted open position for Finance Director, targeting starting this Wednesday 5/14
- Caelynn will go to warehouse to get/rent the cubicle to get Deja an office space in the teen hang out space; Brian will share on side of cube with Deja for now until reno is done
- Meghan got quotes for landscaping this summer and Yardwork and More has offered us free mowing for the summer (donation) and will go into contracting for other landscaping



4. Treasurer's Report – (Molly)

- Special events over budget – separate line for summer special events, why over?
 - a. Winter Wonderland event may have been put in but was revenue positive; would show a loss since would come in as misc. income
 - b. No other negative income events
 - c. Dance was cancelled; lost \$40 in advertising
 - d. CP is creating a budget just for each event
- Legal fees over budget – only had some amount for consult and planned on taking out from surplus
- SACC rates – will discuss later
- Adirondack Trust CD renews today, will keep it as is for now. There is a 10-day grace period and should be able to give us options for the future
- Deja and Jen will start working together and would like her to come to next board meeting

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

- Did not get the Broadview safety grant but took the same application and applied for another grant with Ball Canning Foundation
- Saratoga County childcare subsidies are now not available; \$10K of funding from DSS now not receiving and impacted BACC families; CP outreached to Carrie Woerner's office and has staff assigned that is trying to get more \$ for that
- Worker's Comp insurance is now doubled, audit will cost \$8,695 – due to multiple errors in 2024 payroll reports resulting in a very expensive audit which is an unexpected expense; will pay in 10-month installments
- Stove has been fixed; was a gas leak that Sarah identified
- New gym surface is done also vents have been cleaned
- Facility rentals plan for birthday parties in progress and have website page drafted but working on staffing, liability waivers will be part of the birthday packages (no separate insurance will be needed)

6. Reports of Standing Committees:

- **Executive/ House – Office Space Remodel & Landscaping (Nora/Caelynn)**
 - Lawn Maintenance update – see above
 - Architects walk through done; have the draft plans and reaching out to contractors; timeline to do it this summer will be challenging – only have a week to get it done when kids are not there. Randy made some recommendations on framing contacts; asking if they have one subcontract or two; will email to CP
 - Storage room will move to storage unit and have Deja work in Sarah's office for summer while reno is underway
 - Molly/Christin offered logistic support to get storage stuff moved; weekend work party?



- **Audit/Finance – (Molly/Caelynn)**
 - Nora and Caelynn will draft updated budget to make decisions on SACC rates
 - Don has not completed the audit yet; other auditors that CP has consulted are too expensive; will look to small firms; Deja may have a contact
 - Currently now in a 60-day wind down period with Paylocity; will be transitioning to GTM for Payroll

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

- a. Update on current grants (Molly/Caelynn)
 - Lend a Hand grant just opened; CP will apply to that
 - Followed up on Broadview grant (did not get it) asked for feedback; there were just a lot of competing proposal
 - Connect a Kid grant for entry fee and travel covered for park trips this summer
 - Applied to Aldi foundation for food gift cards
 - Discussion on spending trends; very cyclical patterns, can we schedule targeted fundraisers 30 day prior to the big spend items?
- b. Update on Fundraising Marketing (Kate/Caelynn)
 - Hoffman's Car wash raised \$273
 - Dine to Donate on 6/26 and will do a silent auction with a lotto basket, liquor box, wine box and Sashies, Randy offered to donate \$150 tattoo service
 - Could do a silent auction for UPK open house?
 - Planning Mom Prom in the fall with BARC
 - Pizza Fest, "rate it contest" event as a fundraiser is on the calendar
 - Discussion on merchandise online store that BARC is doing; CP to connect on it
 - Business Gmail address is in progress, need to complete some video verification once we have analytics access then can have more marketing strategy for ad campaigns
- c. Membership – None
- d. Program & Personnel –GTM
 - Handbook meeting 4/16 and 5/9 – Nicole (GTM) has a series of tasks for us to do, first to get roles defined and consolidated, now working on job descriptions (received models/examples) and fixing reporting structures and job titles in Paylocity ahead of transitioning to GTM iSolve Payroll.
 - Right sizing UPK roles, what roles are standard and what are not; comparing to other Community Center sites
 - One page document is a contract and cannot make any role changes until end of June when it expired
 - Discussion on where this "contract" originated from
 - District provides \$6,100 per pupil for 60 students = \$366K and we spend \$390K in salary alone; cannot sustain spending more on UPK than we get in
 - Potential savings of \$51K but would eliminate sub/monitor roles and increasing TA role to FT to cover SACC hours
 - These are same UPK part timers, not sure can eliminate staff without also keeping ratio and staff when people call out



- May need two pre-K sites at BACC; CP are reaching out to Malta Ave elementary for SACC moving over one classroom
- Scheduling concerns with losing teachers
- SACC staff is cheaper than UPK staff – will need them cannot look to eliminate SACC at this point
- CP: need to see a compare of using TAs full time to current state of PT SACC subs – want to keep TAs on staff for retention and continuity of care and keep us under 50 headcounts
- Discussion on how to prepare staff for changes and how current structure is unsustainable with budget cuts we need to right size the roles and find savings
- We are under a time crunch to get this in for June – need to vote in June meeting
- Need to get UPK structure done and handbook done now and then can look at other role decisions?
- Answering the Open Questions from Courtney's proposed changes:
- TA full time – need to package the benefits to going full time, increased benefits, already have very competitive salary
- A lot of demanded for UPK before and after care so will need TA support to staff that demand
- Discussion on incentivize staff to complete their credentials if they stay on for X amount of time – could we add this to our handbook?
- Aligned for TAs to now be full time/12-months with SACC support required and write in the job description for July 1st new contract
- Lead teachers would be an anomaly which would be ok since they are different roles with different qualifications – they would stay at 10 months but need to better define planning period expectations, remote work and paid holidays/PTO for equity
- Is the current dual role of UPK director position and lead teacher sustainable? Should be 12 month and full time as well as since making TA full time?
- Discussion on risk of retention with current UPK staff and impacts of the SACC staff, phasing in the changes is preferred – looking at prioritizing the changes we need to make but need to make it based on financially what we must do to break even in the UPK programming
- Need to decide before July on paying UPK Director for July and August when not working on site? Additional responsibility needs to be captured in job description?
- Remote work policy to be defined: what is the half-time product for work over the summer? Classroom set up is on site for example
- Discussion on how we are looking at the roles – is it based on fitting the roles to the skills of the current staff or is it skill set that we need to right size the roles for the future?
- Need to meet again as Personnel committee – need to define the motions we need to vote on decisions that will impact budget for June
- Will have different scenarios of the budget re: income – Nora and CP will meet in next 10 days



8. New Business - none

9. Unfinished Business

- a. Leadership Saratoga meeting 4/22:
 - i. List of fundraising events were provided and a board matrix tool to bring on new board members, fundraising software recommendations, CP to follow up with Stephanie if she has interest to join the board

10. Announcements – Next meeting, Monday, June 9th at 6:30PM.

11. Adjournment of the board meeting at 8:27PM

- 1st: Randy Hotaling
- 2nd: Molly Pezzulo
- Discussion: None
- Yes: all
- Nay: None
- Abstentions: None