

NGCC Board of Directors 2013-2014 Year in Review

Parents serving on the Board graciously share their talents while enjoying a feature that sets New Gulph apart from many other day care centers. The Board meets monthly (except during the summer months) with committee meetings scheduled as needed. All Board and committee meetings are open to any parent. We invite you to reach out to board members with any questions or ideas.

Please take this opportunity to review a summary of the Board activities for the 2013-2014 year.

Marketing and Enrollment

- The website continues to generate numerous prospective parents. Alex Brown is assisting and coordinating our website.
- While our current enrollment and our projection for the 2014-15 year are strong we must continue to reinforce our marketing strategy to spread the word about what each of us value in New Gulph. We cannot back down on our recruiting efforts.
- Matt and Kirsty explored ways for parents to communicate through social media; several considerations for the site were discussed. The site must have adequate permissioning (admin ability to control who can access/view membership/content, be limited to only active and alumni NGCC Parents, have a way to limit/control picture posting).

Fundraising and Development

- Paige LeGrand drafted and distributed a holiday appeal letter sent to former NG families. A group photo of the teachers was included with the letter. We raised \$2,510. We want to continue this appeal drive that targets alumni once per year.
- Paige coordinated our sponsor list securing many donations from local businesses and sports teams for the auction. We included several new vendors and new/different auction items. Donated items from vendors exceed last year's contributions.
- Colleen O'Connor and Geoff Teehan graciously hosted the appreciation/auction party and many NG families attended.
- The evening festivities raised \$16,500. The auction is our primary fundraiser. An evening highlight was the raffling of 3 gorgeous baskets designed by Colleen Baker and the spirited live auction of the beautiful quilt that was made by Johanna's special aunt Cindy.
- We enjoyed plenty of delicious food and good conversation. The evening gave us all a chance to celebrate and honor our extraordinarily talented and dedicated teachers.
- The highlight of the evening was the special recognition, loving comments and funny stories shared about the teachers. Kirsty Dickerson, along with exceptional comments from other parents, offered some humorous and touching thoughts as she sang the praises of the I/T. Using the Beatles tune Ob-La-Di, Ob-La-Da, Dina and Joe Downs wrote a fabulous song dedicated to the Preschool teachers. Joe and Geoff Teehan played guitars to accompany the group sing-a-long. What a wonderful tribute to our teachers.
- Bonuses were distributed to all of the teachers.

Finance Oversight

- NG's fiscal year is September 1– August 31
- Steve Klein, Board treasurer, monitors Vanguard accounts and provides financial reports tracking enrollment, revenue and expenses. He studies and advises the Board on feasibility of staff bonuses, tuition rates, wages, benefits and large expenditures.
- 2014-15 budget is schedule to be presented to the Board of Directors May 21st.
- Our greatest asset is our dedicated staff and most of our budget is spent on salary, payroll taxes and medical reimbursement program. Overall compensation accounts for 71% of our budgeted expenses.
- We are fortunate Radnor Friends Meeting allows us to use their facility at a very favorable rate. Facility costs (rent, utilities, insurance) accounts for another 14% of the budgeted expenses. The remaining 15% of the budget is spent on classroom and office supplies, equipment and food. In projecting our other operating expenses we have assumed a 3% increase in most expense categories.
- Most of our income is generated through tuition and the food fees. These fees account for 98% of our income. Tuition is set consistent with the Center's commitment to maintaining the highest quality early education programs.
- While fundraising and other charitable support is a small portion of our annual budget, it provides funds that are vital to keeping New Gulph fiscally healthy. Please know that we greatly appreciate all of the extra support you provide the Center over and above tuition.

Human Resources

- Emily Ridgeway provided an overview of the Affordable Care Act as it relates to NGCC employees. The Affordable Care Act does not require NGCC to provide health insurance to employees. It does require NGCC to provide a notice telling employees that there are healthcare marketplaces coming in January 2014. In essence, the notice will advise employees who do not have healthcare insurance how to obtain it.

Safety

- Background checks as required by DPW for employees hired after) will be required for current NGCC employees hired prior to that date. In addition, all employees will be rechecked on a 5-year schedule.
- Off-clearance/fingerprint-cycle, any offense that results in arrest and or conviction, is to be reported by the staff member (or delegate) to Nancy within 72 hours of arrest. If offense *is* included on the "list", then termination of employment is immediate. If offense *is not* included on the "list", then it is Nancy's call to make on continued employment. She may consult with Board members if/as needed.

Facilities and Maintenance

- Mike Ade is maintaining a list of facilities action items. There are several painting projects that need to be scheduled.
- Matt McCampbell installed safety straps on furniture in the I/T room and painted the wall behind the mats in the preschool room. He made repairs on kitchen cabinets and completed other handyman chores.
- Mike and Matt continue to explore options for installing locks on the doors between classrooms.