

Janney Extended Day

Quarterly Public Board Meeting Agenda for April 7, 2011

In Attendance:

Peggy Bagnoli, Erica Barnes, Ross Brennan, Alan Burch (Chair), Michael Cervino, Glen Sitney, 10 Parents

Absent:

Valerie Alten, Amy Hall, Karyn Le Blanc, Marla Viorst

Agenda

1. General Introductions of JED Board Members
2. Review of JED's Request for Proposal for Janney After School Program
 - a. Purpose of RFP is to re-evaluate if JED can fulfill Janney's expectations of an after school program.
 - b. Janney provided JED an opportunity to be the sole proposal for the first round of the RFP. JED's proposal was submitted March 14th and is currently under review by Janney and the LSAT After School Workgroup.
 - c. RFP is a work in progress and JED is currently in process of implementing changes outlined in the RFP
 - i. Lara Profitt was recently hired as the Assistant Director for JED and will develop policies and assist Glen in implementing these new changes.
 - ii. JED will institute rotating activities and will share the list ahead of time with parents so can plan ahead based on kids interest
 - iii. JED is currently working with Janney to revisit the Emergency Plan and see how fire drills and other emergency situations can be tested after school hours.
 - iv. Staff evaluations and training plans are being developed and reviewed.
 - v. Community outreach is something JED wants to expand to include two way feedback mechanisms for JED and Janney community.
 - vi. Note that many of the plans in development will need to be revisited when Janney moves into the new addition.
 - vii. Performance measures on all elements of the RFP have been established in order to track improvements.
 - viii. JED requested assistance from parents on how to properly provide healthy snacks during JED.
 1. Due to lack of storage, refrigeration, and prepping stations, JED is limited in type of snacks they can provide to children.
 2. JED has proposed increased budget for healthier snacks in the new year assuming that they will get more storage space in Janney's new facility along with access to the kitchen.

- d. Several parents wanted to know how they could provide support to JED during the RFP process.
 - i. JED aims to find out if the proposal can be shared or posted on JED's website for parents to review.
 - ii. Any parent can actually provide feedback directly to JED staff, board members, Janney staff, PTA members, and LSAT members.
 - iii. JED requested parents to continue to be patient as JED staff start rolling out the changes this Spring
 - 1. Need to properly train staff on changes
 - 2. Need to train children on proper procedures
 - 3. Need to educate the parents ahead of time of the changes and expectations
 - iv. JED aims to provide better feedback mechanism for parents
 - 1. Notify parents through newsletter or listserv on how to provide feedback.
 - 2. Consider conducting another survey after changes have been implemented in Spring.
 - v. JED's mission is to provide
 - 1. Social, physical, and emotional growth of the children,
 - 2. Providing a safe and age-appropriate environment,
 - 3. JED is not an extension of Janney's educational mission, but is responsible for coordinating with Janney's educational mission.
 - vi. Continued dialogue on the RFP with Janney provides JED the opportunity to raise questions on Janney's new space for fall and how JED can potentially restructure its program to fit in the new space and provide additional programs for the children.

3. Budget

- a. Overview of breakdown of costs for JED. All information is posted on JED's website.
- b. JED is forecasting an increase for next year to cover expansion of service offerings and increasing skill set of staff.
- c. JED aims to be more transparent about scholarship opportunities and make them more accessible to Janney community.
- d. JED needs to revisit costs of shared space and negotiate for an equitable agreement with Janney's Enrichment Program.