MCDC Board of Directors -- Meeting Agenda

## Wednesday, January 22nd, 2020

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | **Present** | **Absent** |
| President | Vicky Garcia | ⏺ |  |
| Vice President | Eileen Beardsley | ⏺ |  |
| Director | Kelli Wright | ⏺ |  |
| Assistant Director | Cecilia Finn | ⏺ |  |
| Secretary | Rachel Garces |  | ⏺ |
| Treasurer | John Peugeot |  | ⏺ |
| Registrar | Yvonne Villegas-Aguilera | ⏺ |  |
| MAT (wait list) | Tristan Lane | ⏺ |  |
| MAT (enrolled) | RJ Habig |  ⏺ |  |

1. Director/Assistant Director
	1. Staff Meeting Notes – Training?
	2. End of Year Evaluations
	3. Any responses to survey?
	4. Belks?
2. President:
	1. IPads handover – 1st week February
3. Vice President:
4. Members at large:
	1. Planning for 2020
		* Work Days – Saturdays or use Flex Fridays? Child Care provided?
		* Outdoor garden planting
		* Field Trips – Cook Museum in Spring (RJ)?
		* Silent Auction for the next Fall Festival
5. Treasurer:
6. Secretary:
7. Registrar:
8. Upcoming Events:

Feb 5th – Board Meeting

Feb 17th – Presidents Day

Feb 18th – Staff Meeting

Feb 19th – Board Meeting

1. Upcoming Topics
	1. Child Management Software (2/5 Meeting)

**Tentative Yearly Calendar 2020**

**January**

1st Center Closed for New Year

1st- 6th Cecilia out of the office

8th Board Meeting

18th Ed Camp at Randolph

20th Center Closed; MLK Day

21st Staff Meeting 6pm

22nd Board Meeting

23rd Class Pictures

**February**

1st Appelbaum Training; B’ham 8am-1pm

5th Board Meeting

17th Center Closed for President’s Day

18th Staff Meeting 6pm

19th Board Meeting

29th Appelbaum Training; Nashville 8am-3pm

**March**

4th Board Meeting

6th Green Eggs and Ham Breakfast 7:45am-8:30am

8th Daylight Savings Time Begins

18th Board Meeting

19th Staff Meeting 6pm

20th Kelli leaving 11am

24th-26th Campus Candids w/Spoiled Rotten Photography

27th Melissa out of the office

30th-31st Cecilia out of the office

**April**

1st-3rd Cecilia out of the office

1st Board Meeting

8th Pre A Mexican Egg Hunt

9th MCDC Egg Hunt; 2:45pm

11th MCDC Workday 8am-12pm

13th-17th Week of the Young Child

14th Staff Meeting 6pm

15th Board Meeting

16th Trike-A-Thon 9am-11am

17th Cecilia out of the office

23rd-25th AELL Conference; Kelli & Cecilia out of the office

28th Cap & Gown Pictures w/Spoiled Rotten Photography

29th Board Meeting

**May**

7th Mother’s Day Store

8th Muffins for Mom

11th-15th Staff Appreciation Week

****13th Board Meeting

14th MCDC Graduation 5:30pm

15th MCDC Staff Appreciation Dinner 5:00pm; Center Closing at 4:45pm

22nd Kelli leaving at 1:30pm

25th Center Closed; Memorial Day

27th Board Meeting

28th Staff Meeting 6pm

**June**

1st New Board Members Take Office

5th MCDC Anniversary Picnic 5:30pm-7pm

18th Father’s Day Store

19th Donuts for Dad

30th Staff Meeting 6pm

**July**

1st Fourth of July Parade 9am

3rd Center Closed for Independence Day

18th MCDC Workday 8am-12pm

30th Staff Meeting 6pm

**August**

24th-28th International Week

25th Staff Meeting 6pm

**September**

7th Center Closed; Labor Day

24th Staff Meeting 6pm

**October**

5th-9th Kelli out of the office

12th Center Closed; Columbus Day

16th Fall Festival 5:30pm-7pm; Mandatory Event

**November**

1st Daylight Savings Time Ends

7th MCDC Workday 8am-12pm

11th Center Closed; Veteran’s Day

17th Staff Meeting 6pm

19th Thanksgiving Lunch 11am

26th Center Closed; Thanksgiving

**December**

2nd Holiday Store

4th Staff Holiday Dinner 6:15pm

10th Holiday Program 5:30pm

11th Classroom Holiday Parties

25th Center Closed; Christmas

Meeting Notes (Tristan in for Rachel):

Staff Meeting was held 1/21 and email was discussed that was received from Randolph after the training class (18 MCDC employees went). The email was in regard to some negative comments that were made by MCDC staff and overheard by Randolph training organizers. Kelli reminded the staff that they are to always be cognizant of representing MCDC in the best light no matter where they are.

Kelli discussed the employee evaluation process and how things are to be handled if there are every any consequences and need for follow up. Kelli/Cecilia will set up time next week for the staff members’ evaluations. Parent surveys are also mentioned to the staff as part of the evaluations.

Vicky will be sending out Kelli’s evaluations to the board.

For the Kindergarten/former MCDC kids survey, Kelli has received 11 so far and will plan to discuss the results/feedback with the board later.

Heard back from Belk in the middle of the Board Meeting and our “portion” of the Charity Sale workday is at the Bridge Street customer service desk. Someone needs to go and pick it up but we didn’t mention in the meeting who would go – TBD. We also don’t know the total yet either.

* The money from the ticket sales we collected before the Charity Sale were placed in the expense account under the “fundraiser tab”
	+ We think there is around $900 in there total

We will be having an Air Force student come and intern here for several months as part of some training completion for her degree. We will not have to pay for her internship.

* Kelli will let the staff and parents know

We will have another intern (college student) coming in to observe.

* Kelli will let the staff and parents know

For the Child Management Software (will be discussed in more detail at Feb 5th Board Meeting)

* We will need 11 iPads
* We now have 6 Fire Tables for the Preschool kids to use
* No kids will be using the iPads (once we get them)
* We discussed fundraising tactics/donations for them
	+ Kelli said she would work with Pam Bourque [legal] on if we can reach out to any companies that have contracts with NASA
* They are around $250 each

More fundraising topics

* We still need 24 BookShelves (~$200 each)
	+ Creeper – 4
	+ Toddler A – 8
	+ Toddler B – 5
	+ Explorer B – 7
* Tristan will have the Spring Shrimp & Grits Kids Trunk Show on Feb 22 in the library
	+ All commission she makes will be donated to MCDC
* We will plan to start working donations for the MCDC Fall Festival this spring (March)

Cleaning Supplies savings are still going well

Kelli will check with Amazon smile on making sure the “link to MCDC” is working since some people are having trouble finding it

Field Trip Planning:

RJ has worked with the Cook Museum (see information in email)

* Kids are $10 each
* Teachers are free
* Parents are $17
* Busses will run around $400
* We would tell the parents that they will need to back lunch for the kids instead of trying to get the food there (would be chaotic)
* We are working on date for this still and we have $1000 in the budget for field trips, so hoping we can do this one and then the pumpkin patch too

Outdoor Garden:

Eileen said she would be in charge of it and will work with the teachers at the next staff meeting (Feb 18th) to see what they would like to plant. She said they could start that in March and not wait until the first scheduled work day, which is in April.

Waiting List:

We have 3 infants coming in soon

Book Fair is coming up from Scholastic and we need to tell the parents that depending on the book sales we can get “Scholastic Dollars” that can be spent on things other than books, such as electronics

April AELL conference was mentioned to Staff at the Jan staff meeting and Kelli will send out notes on it

We will talk bonuses at the next board meeting.