MCDC Board of Directors -- Meeting Agenda

## Wednesday, January 22nd, 2020

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

1. Director/Assistant Director
	1. Staff (Applebaum training?)
	2. End of Year Evaluations
	3. Insurance Renewal – Any comments?
	4. Belks?
2. President:
	1. Ideas for getting more Ipad donations?
	2. Child Management Software Discussion
	3. Bookshelves
3. Vice President:
	1. Outdoor Classroom Garden Planning (March timeframe?)
4. Members at large:
5. Treasurer:
6. Secretary:
7. Registrar:
8. Upcoming Events:

Feb 17th – Presidents Day

Feb 18th – Staff Meeting (Eileen?)

Feb 19th – Board Meeting

Feb 22nd – Trunk Show (Tristan)

1. Upcoming Topics
	1. Board Elections (April timeframe?)
	2. Finalize End of Year Bonus Plan
	3. Staff Lounge

**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

Board Meeting Notes:

* 7 went to Bham to a training this past weekend and it went well. The training was Applebaum and they do a series of different topics and it was a 5 hour class
* End of year Evaluations – Haven’t started yet, but there is a plan to get it started with priority discussions up front/handled first
* Insurance Renewal is going on – Rates aren’t going up, so we are planning on keeping them.
* Belk – Check is ready to be picked up and Eileen will get it tomorrow
* Cecilia has set up an Amazon wishlist and it can be sent out to the parents and Kelli will remind everyone to use Amazon Smile
	+ Kelli had it double checked that it came up when you search for it and it is good
* Cecilia had a suggestion about Echo Dot for each classroom so that they could:
	+ Use it to talk to the classrooms instead of calling
	+ Also use it to play music since they replace CD players often
	+ They can also use them to listen into the classroom when you observe
	+ Also use them for setting timers for transitions between centers
	+ Will add these to the wishlist
* iPad donations – We are still looking at how to get some since we need 11 for the software
* Child Management Software
	+ ProCare/Bright Wheel
		- Thoughts on using a Hot Spot and using cellular data
		- Brightwheel has Cyber Security insurance
	+ It will be around $6000/yr for using the software and we need to educate the parents on this to get their buy in
		- We can also look into our accountant to see if their costs will go down, since some of the accounting work will be handled by the software
	+ We can do a trial run of this but we would need (~2-3) ipads before we do the trial run
* We need to get a volunteer to go to some local businesses to see if they would help with the iPads (use the letter from the Silent Auction)
* The Bookshelves – Cecilia said the company (in Athens) sometimes will run a BOGO deal and we can maybe get the bookcases taken care of this way. We want them all to match
* SGK Fundraiser is 2/21 in the Library and Tristan will send out information to Kelli so it can be sent to the parents
* Also, looking into another fundraising option with 306BBQ
* Budget Report – March 4th
* There will be 3 openings in infant in the next month
	+ 3 openings in infant
		- 28 want in between now and August