# MCDC Board of Directors -- Meeting Agenda

Thursday September 23, 2021

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Present** | **Absent** |
| President | Robyn Crabtree | x |  |
| Vice President | Alexandra Dominguez | x |  |
| Director | Kelli Wright | x |  |
| Assistant Director | Cecilia Finn | x |  |
| Secretary | Mary Christian (MC) Brewer | x |  |
| Treasurer | Heath Martin | x |  |
| Registrar | Eleasa Wilson |  | x |
| Member at Large | Kate Estes | x |  |
| Member at Large | Sarah Bradford | x |  |

**COVID-19**

Parents Sign New Policies by October 1

Staff to be Fully Vaccinated (or Reasonable Accommodation Granted) by Nov 22 Based on Mandate

**BrightWheel Daycare App/Software** Robyn & Kelli

* Kelli needs Webinar for Staffing & Tuition Credits/Debits – Date TBD
* Training to be sent to Teachers After Questions Answered
* Still in need of a few cases
* Need to Send Email to Parents

**Budget**

* Projecting Breaking Even without PPP Included
* Board to Discuss New Budget in October

**Budget Savings & Fundraising** Kelli, Cecilia, Kate, Sarah

* Fall Festival – October 22nd
  + Planned by the Staff
  + 5:00 PM – 6:00 PM Outside
  + Parents Donate Cakes/Sweets
  + Games, Food, Bouncy House
* Class Celebration if Fall Festival Cancelled
  + Around Snack Time
  + Games
  + Wear Costumes
* Charleston Wrap – Scheduled for November 8th
* Holiday Program (?)
  + Usually Done in Activities Center

**Staffing Updates**

* Marissa Donation Link to be Sent Out
* Misty Due Soon
* Maternity Leave coverage
* Backfill hiring

**Enrollment**

* Enrollment Percentage – 93% Kelli, Cecilia, Eleasa
* Upcoming Enrollments - 1 infant Eleasa

**Teacher Evaluations**

* All Need to be Completed

**BrightWheel Daycare App/Software** Robyn & Alex

* Establish FAQs and Ground Rules & Assumptions (Drafted) – address cybersecurity concerns in explanation and requirements
* Draft Email to Notify Families & Staff About Trial (Drafted)
* Secure iPad Mounts to Walls
* Lockdown iPads to Only BrightWheel Use
* Select BrightWheel “Gurus”
* Roll Out “Trial” Phase (October 2021)
* Review Feedback & Budget Impact from Trial
* Vote on Signing Contract for Software

Closing Thoughts from Membership

[Link to previous notes for reference on older topics](https://drive.google.com/file/d/1C_bGQkJduYZIXtwmexWo1nVjaLK60HAa/view?usp=sharing)

# Tabled topics to be addressed at a later date and/or as time allows:

* Website Updates
* Center Facelift