# **MCDC Board of Directors Meeting Agenda – OPEN/EXEC**

Friday 16 August 2024 In-Person and Via MS Teams

**BOD Present:** Matt McSavaney, Logan Ojermark, Doug Trent, Chelsea Keeton, Kayla Daniel, Delphine Duquette

**MCDC Management:** Melissa Boylen

**Others:** Alura Garrison, Billy Carson, Catherine Ables, Saba Ramazani, Megan Beattie, Teresa Manning, Evan Anzalone, Jake Keplinger, Toni Eberhart, Monique H., Jena Rowe

***Meeting Called to Order***: 12:02 pm

**President’s Report**

* Welcome
  + Thank you to those who ran for VP
  + Rhonda’s baby was born a week ago, she is currently on leave.
    - Meal train link available if requested.
  + Thank you to Melissa for stepping up while Rhonda is out
* Service hours policy
  + Using a “soft-roll out” method to determine if goals are met through an organic method, rather than using fee or incentives
  + “Soft roll-out” gives everyone time to become familiar with the process
  + What opportunities are available?
    - Members & teachers can recommend events
    - Events can be evergreen (reading books, assembling toys), specific events for the quarter (picnic, clean-up days), proposed by membership, items from classroom wishlists (cost to hour correlation not determined at this time)
    - Using Track it Forward app to compile data for service hours
    - Creation of opportunities to be communicated within one month prior to each new quarter
  + Conduct services hours
    - Goal is for most events to be accomplished at member’s convenience
  + Crediting service hours
    - Published events are automatically logged
    - Unpublished events need to be self-reported via Track it Forward
    - Membership to send feedback and informed recommendations as you use the app and complete events
  + MCDC model is parent-engagement and parent-led.
  + Teacher birthdays are not linked to service hours, just information if you want to celebrate your teacher
  + Quick-Start Guide available
  + Blue Suggestion box in the lobby by the big calendar for any events/suggestions that you might want to add.
* If you have questions or difficulties, contact Melissa or Misty

**Vice President’s Report**

**Secretary’s Report**

**Treasurer’s Report**

* Cash on hand is slightly above what is required per the FY24 budget.
* Budget Deltas FY24 for July stayed neutral
  + Net income higher because enrollment was higher during the spring/summer months
  + Employee payroll slightly higher with hiring toddler floater & full time AA
  + Strong enrollment this summer, but large drop off due to kindergarten promotion but hopefully enrollment will continue to rise as it generally does this time of year
  + Toddler floater, Creeper teacher openings
  + Staff bonuses are not a large risk
  + Past tax filing error, which should be back-paid

**Registrar’s Report**

**Members’ at Large Report**

**MCDC Administrative Report**

**Membership Questions**

* Can parents create an event in Track it Forward?
  + Yes, parents can log it themselves in Track it Forward for approval
  + Teachers are encouraged to give Melissa a list of events they would like done for the classroom
* Is Track it Forward a new platform?
  + Yes, this is a new one that the BoD determined to be easier/more efficient than Google Forms
* Will the hours previously entered into Google Forms be automatically rolled over?
  + They can be; however, we think we’re going to start over starting today with tracking so we have set dates to gather data
* Are there resources to determine teacher bonuses or pay?
  + Staff wages & local trends are determined during budget, and those resources can be shared
  + Bonuses are determined now by performance rather than spread evenly across all teachers
* Why is the tuition considered exempt since there is a service provided?
  + The payroll taxes are exempt but the income taxes are not
* What is being done to stop the spread of lice? How long has the problem existed? What is MCDC’s policy on the prevention/mitigation?
  + This has been happening for close to a year. American Academy of Pediatrics (AAP) states you don’t have to send home until the end of the day, but MCDC sends home as soon as bugs/nits are found and children may not return until no live bugs are found
  + Soft toys/clothes are either sent home with the children, bagged and placed to the side for a few days, or washed/dried on high heat on site
  + Encourage parents to check their child every single day
  + BOARD ACTION: MCDC to deep dive into AAP policies on individualized guidance/policies on recurring families/students. Develop & reevaluate MCDC guidance to parents & how to enforce parents/teachers accountability to help with prevention of lice
* Are cots personalized/disinfected?
  + Yes each child has their own cot and they are each disinfected weekly
* Can you hang exposure notifications on the walls/doors for illness/lice?
  + Yes, we can start posting if there is a case of “X” on “this date” within the school
* Can we change from 30 minute increments to 15 minute increments in Track it Forward?
  + Yes

***Meeting Adjourned:*** 01:08 pm