

**MCDC Board of Directors**  
**Meeting Agenda – OPEN**  
**Friday 20 September 2024 In-Person and Via MS Teams**

**BOD Present:** Matt McSavaney, Logan Ojermark, Jordan Whetstone, Doug Trent, Chelsea Keeton, Kayla Daniel

**MCDC Management:** Melissa Boylen, Misty Holloway

**Membership:** 20 Members

*Meeting Called to Order:* 12:04 pm

**President's Report**

- Discussion regarding 5-year strategic plan
  - Budgeting, policy, staffing, etc. are all things that are being looked at
  - BoD met last week to start this planning, a second session is in the works
  - We expect these sessions to influence the budget and policies
  - Provides a roadmap for current and future Boards; help steer us out of reactive mode
- Three Month Look-Ahead
  - Fall Clean-Up Day – tomorrow, September 21 at 9am
    - The task sheet is already available
  - Pumpkin Patch Field Trip (Preschool) – Thursday October 3
  - Sparky is coming to MCDC! – Thursday October 10
  - Biergarten – Thursday 10 October
    - Certain percentage of proceeds to benefit MCDC – just received the email this morning, more information to come
  - Columbus Day – Monday October 14 – CENTER CLOSED
  - Fall Festival – Friday October 18
  - Fall Photos with Spoiled Rotten – Tuesday November 5 – Thursday November 7
  - Spirit Week – Week of Halloween (October 28 – November 1)
  - Veterans Day – Monday November 11 – CENTER CLOSED
  - Thanksgiving Lunch – Thursday November 21
    - MCDC provides ham/turkey, parents provide sides
  - Thanksgiving Break – Thursday November 28 – Friday November 29
  - Possibility of doing a Trunk or Treat

## **Vice President's Report**

- Lice Policy
  - Took a deep dive into American Academy of Pediatrics (AAP) suggestions for lice care and prevention
  - The Board has assessed that MCDC's practices are in line with the AAP's policies
    - AAP does not suggest a no nit policy since lice is not life-threatening
    - Provide information to families regarding lice prevention and care
    - Ensure MCDC sends home nap mats the day lice are found with care instructions for washing; teachers bag un-washable items and wash items that can be washed

## **Secretary's Report**

- May minutes were added to the website by Chelsea earlier this week
- June and August minutes voted on and approved via email
- Minutes are up to date on the website

## **Treasurer's Report**

- \$298,300 reserve; \$271,794 reserve required by FY24 budget
- Total cash on hand dipped in August – expected this due to lower enrollment after school started back (kids rising to Kindergarten) and August being a three pay period month
- Liabilities
  - Past tax liabilities – worsening
  - Expects most tracked risks to close this FY since they are tied to the FY24 budget
  - Past tax liabilities will bleed into the next FY
- Expecting \$15k net income above FY24 budget
- Enrollment – improved
  - Enrollment is at 95%
- Staffing – improved
  - Continued activity to fully-staff the center
  - Finances have not changed since last month
- Staff bonuses – neutral
  - Expect we will be able to provide staff bonuses
- Expense Reductions – improved
  - Switched over milk, formula, and cleaning services
- Brightwheel – closed
- Past Tax Liabilities – worsening

- Notice of levy from Service First on September 11, 2024
  - Have attempted to contact IRS with little success
  - No success contacting taxpayer advocate service
- \$2,231 withdrawn from RFCU MM account on May 7, 2024; will be seeking reimbursement upon resolution of the issue
- Expects two liabilities totaling \$11,593 to be withdrawn by the end of the month
- This will bleed into FY2025
- Expects \$2,200 reimbursed upon resolution with IRS due to filing tax forms that do not apply to MCDC as a 501(c)
- Budgeting Season – has not started a FY25 budget
  - Has not gone through necessary steps to stand up a committee to help with the budgeting process – still intends to bring others into creating the FY25 budget
- Inherited a significant deficit as a result of COVID-19, working to get out of the reactive phase and build to a more sustainable budget and planning for MCDC

### **Registrar's Report**

- Reminder of annual membership drive – deadline is 1 October
  - \$100 membership fee (both enrolled and waitlisted)
  - \$50 administrative fee per enrolled child
  - Enrolled families pay in Brightwheel under school payments
  - Waitlist families, there is a link on the website
- New Website
  - Have the new website, but it is not populated – content is actively being developed
  - Hope to roll out the new website in early 2025 (will not be a finished product, elements can always be changed to meet MCDC's needs)
    - Will include a few members of the PCC on planning for the new site
    - New website will include suggestions from the PCC as well as membership

### **Members' at Large Report**

- PCC
  - Provided recommendations to the Board
  - Trying to limit Brightwheel to just parent-teacher communications
  - MOTION: Kayla motions to extend the PCC sunset date to the end of October to give the BoD time to respond to the recommendations that

have come out of that committee; Doug seconds; 6 of 6 votes to approve; motion passes

- Jena Rowe Strawn (PCC Lead)
  - Appreciates the recognition for the PCC's contributions and will pass that on to the PCC members
  - Thanks to membership for responding to the survey

### **MCDC Administrative Report**

- Staffing Update
  - Some substitutes in college went back to school, working to hire more substitutes
  - Lyric stepped down to a substitute
  - Looking to hire for Explorer A and a Toddler Float
  - Do not currently have any upcoming interviews
    - Please put the word out there as well, directing them to Melissa
- Pumpkin Patch Field Trip is scheduled for the first week of October
  - Rhonda started working that prior to going on leave

*Meeting Adjourned:* 1:02 pm