

MCDC Board of Directors
Meeting Minutes – OPEN
Friday 30 January 2026 In-Person and Via MS Teams

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

MCDC Management: Rhonda Chambliss, Melissa Boylen, Ebony

Membership: 6 families online; X families in the room; 1 representative

Meeting Called to Order: 11:03 am

President's Report

- Welcome to Ebony, our new Business Assistant
- 3-Month Look-Ahead
 - February
 - President's Day, Monday, 2/16 CENTER CLOSED
 - Scholastic Book Fair & Dr. Seuss Week, Monday, 2/23 – Friday, 2/27
 - March
 - Read Across America Month
 - Daylight Savings Begins, Sunday 3/8
 - April
 - MCDC Egg Hunt, Friday, 4/3
 - Cap & Gown Photos, Thursday, 4/9
 - Week of the Young Child, Monday, 4/20 – Friday, 4/24
 - Center Clean-Up Day, Saturday, 4/25
- Proposed MCDC Advertising Strategy
 - Internal Awareness on Redstone & MSFC
 - Flyers in high-traffic areas
 - Partner with Team Redstone affiliated agencies and contractors
 - Redstone Rocket
 - Marshall Community Resources Facebook page
 - Local Community Outreach
 - Partner with pediatricians and OB offices
 - Social media parent groups (Huntsville, Madison)
 - Word-of-Mouth Campaign
 - On-Campus Visibility
 - Signs/banner at MSFC
 - Content & Messaging

- Create a single digital toolkit
- Highlight key differentiators

Vice President's Report

- NAC Accreditation “spot-checks”
 - Working a timeline, checklist of requirements, and will include observations with notes
 - Areas we’re looking at reviewing: administrative requirements such as written orientation plan, review safety policies, and random selection of classroom standards that are easily observable
 - Goal is to have review done by February 27
 - Share findings by April 24
 - Matt, Logan, Kayla, and Jordan will be going into the classrooms, Chelsea will be helping with the data from the findings

Secretary's Report

- Past minutes have been approved and posted to the website

Treasurer's Report

- Monthly Report
- Enrollment Questions – Historical Enrollment
 - Currently below what’s budgeted, but in other years when starting below projections, it recovered by the mid-year point
 - The board and management team are looking into ways to improve enrollment and bolster the waitlist

Registrar's Report

- 83.3% enrollment
- 5 offers sent, 2 offers accepted (both in infants)

Members' at Large Report

- Valentine's Day Fundraiser
- Pre-K Program Photo Fundraiser
- Staff & Family Survey Planning and Implementation
 - Family
 - 2/13 – Family Survey Drafts Proposed using Google Forms
 - 2/27 – Comments/Suggestions due from Management Team/Board
 - 3/13 – Present Family final survey for last minute tweaks, send to membership

- 4/3- responses due, allowing 3 weeks to respond
- 4/6 to 4/10 – Gather results into digestible format
- 4/13 to 4/16 – Internal Board meeting to review findings
- 4/17 – Executive session with Management Team to discuss survey findings and propose corrective actions
- 4/24 – Present summarized results/corrective actions to membership
- 4/24 – goal to present summarized results
- Staff
 - 2/27 – Staff Survey Drafts Proposed using Google Forms
 - 3/13 – Comments/Suggestions due from Management Team/Board
 - 3/27 – Present staff final survey for last minute tweaks, send to staff
 - 4/17 – responses due, allowing 3 weeks to respond
 - 4/20 to 4/24 – Gather results into digestible format
 - 4/27 to 4/30 – Internal Board meeting to review findings
 - 5/1 – Executive session with Management Team to discuss survey findings and propose corrective actions
 - 5/8 – Present summarized results/corrective actions to membership
 - 5/22 – Present corrective actions/goals from staff survey at the staff training day

MCDC Administrative Report

- Hiring Update
 - Ebony
- Staffing Update
 - Filled Creeper A position with Ms. Asia
 - Filled a sub position with Ms. Saara
 - Looking to fill Toddler Float position

Meeting Adjourned: 12:15 pm