

MCDC Board of Directors
Meeting Minutes – OPEN
Friday 27 February 2026 In-Person and Via MS Teams

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

MCDC Management: Rhonda Chambliss, Melissa Boylen

Membership: 2 families online; 5 families in the room; 1 representative from Facilities (AS)

Meeting Called to Order: 12:02 pm

President's Report

- 3-Month Look-Ahead
 - March
 - Read Across America Month
 - Daylight Savings Begins, Sunday 3/8
 - April
 - Board of Directors Nomination Call
 - President (must be CS)
 - Secretary
 - Registrar (must be CS)
 - Member at Large (1-year)
 - Member at Large (2-year)
 - MCDC Egg Hunt, Friday, 4/3
 - Cap & Gown Photos, Thursday, 4/9
 - Week of the Young Child, Monday, 4/20 – Friday, 4/24
 - General Membership Meeting, Friday, 4/24
 - Center Clean-Up Day, Saturday, 4/25
 - May
 - Anniversary Picnic, Friday, 5/1
 - Staff Appreciation Week, Monday, 5/4 – Friday, 5/8
 - Mother's Day Store, Wednesday, 5/6
 - Muffins for Moms, Friday 5/8
 - Photos with Spoiled Rotten Photography, Tuesday, 5/12 – Thursday, 5/14
 - Training Day, Friday, 5/22 **CENTER CLOSED**
 - Memorial Day, Monday, 5/25 **CENTER CLOSED**

- Preschool Graduation, Friday, 5/29
- Allergen Management Policy for Inclusion in the Operating Policy (Under Review)
 - Formalized Allergen Care Plan
 - Allergen and Anaphylaxis Emergency Plan
 - Aspect 1, Avoidance: Parents work with MCDC Director – inventory of allergens and reactions/symptoms – provisions made for avoidance of those allergens – staff training and acknowledgement
 - Aspect 2, Response: emergency medications, dosages, and methods – emergency contact information – adoption of Allergy and Anaphylaxis Emergency Plan (from American Academy of Pediatrics (AAP)) – Independent of AAP form, AS10 has been developing a similar form in anticipation of proposed state-level regulations
 - Specific provisions may vary based on individual needs of the child
- Advertising Strategy
 - Internal Awareness
 - Flyers in high-traffic areas
 - Partner with Team Redstone affiliated agencies and contractors
 - Redstone Rocket
 - Marshall Community Facebook Page
 - Local Community Outreach
 - Partner with pediatricians and OB offices
 - Social Media Parent Groups (Madison/Huntsville)
 - Word-of-Mouth Campaign
 - On-Campus Visibility
 - Signs/Banners at MSFC
 - Content & Messaging
 - Create a single digital toolkit
 - Highlight key differences
 - Proposed Approach
 - Board member partners with Management Team in refining, implementing, and overseeing plan
 - Estimate of 3-month concerted effort
 - Reuse content for at least 6 months to avoid constant redesign
 - Specific Tasks
 - Design flyer, banners, and social media graphics
 - Distribute flyers to internal and external locations
 - Post on Facebook and parent groups

Vice President's Report

- Performed NAC spot-checks last week, we're pretty well on target timeline-wise

Secretary's Report

- Past minutes are out for review prior to posting

Treasurer's Report

- January Budget v. Actuals
 - Lower income as expected due to enrollment
 - Lower expenses due to reduced supply needs
 - Net Income for the month is \$3,392 with a budget of \$1,038
- Cash On Hand
 - \$371, 823 total cash
 - \$304, 198 reserve
 - \$308, 334 reserve required by FY26 budget
- FY26 Budget Risks
 - Enrollment
 - Trend: worsening
 - Current Mitigations: actively promoting availability, tracking
 - Context:
 - 81.7% average enrollment as of 2/23/2026
 - Translates to \$29, 152 unrealized income
 - January Budget v. Actuals indicate actual expense correlating with income
 - Lower operating expenses
 - Lower staff payroll

Registrar's Report

- Four Infant offers have been sent out

Members' at Large Report

- Family Survey
 - Send to families following BOD meeting on Friday, 3/13
 - Responses due Friday, 4/3
 - Present summarized results/corrective actions to membership, Friday, 4/24
- Staff Survey
 - Send to staff following BOD meeting on Friday, 3/27
 - Responses due Friday, 4/17
 - Present summarized results/corrective actions to membership, Friday, 5/8

- Present corrective actions/goals to MCDC staff on training day, Friday, 5/22

MCDC Administrative Report

- Staffing Update
 - We're fully staffed
 - Explorer B
 - Cassie will become Infant floater
 - Jayla will become the other class lead
- Book Fair
 - Running through today, but can stop by Monday throughout the day as well.
 - Let Management Team know of a contact with Usborne or other non-Scholastic company so we can try to alternate our book fair offerings.
 -

Meeting Adjourned: 12:36 pm