



Giving every Galveston child the opportunity to soar

Moody Early Childhood Center Board of Directors Agenda
Friday August 23, 2019 @ 1:00 p.m. in the
Board Room at MECC
1110 21st Street Galveston, Texas 77550

1. Call to order
2. Introduction a Welcome (Ms. Massey)
3. Review & Approval of Minutes:
 - a. July 26, 2019 (enclosed)
 - b. August 9, 2019 (enclosed) (will be sent before Friday)
4. Public Comment
5. Financial Reports (enclosed) (Ms. Miller & Ms. Brown)
 - a. Financial Reports through July 2019
 - b. YPTC - position
6. Executive Director's Report –delivered at meeting (Ms. Miller)
7. Committee Reports:
 - a. Governance and Board Development-(Dr. Prochaska)(sent previously)
 - i. Terms
 - ii. Election of Officers
 - iii. Board Expansion
 - b. Resource Development (Ms. Massey)(enclosed)
 - c. Government Affairs (Ms. Kinnear & Ms. Adams)
 - d. Board of Advisors (Ms. Doherty) (nothing to report)
8. United Way Luncheon September 5, 2019 (need time and location)
9. Adjourn to Executive Session
10. Reconvene from Executive Session and take any action warranted
11. Review of Strategic Plan (1-hr designated at 8/9/2019 meeting (Given at Special Called meeting)
12. Confirm next meeting dates (Special Called meeting on Sept 5th and Regular Monthly meeting on September 27th)
13. Adjourn



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Moody Early Childhood Center
BOD Minutes
Friday, July 26, 2019
1:00 p.m. in the Family Engagement Room, Room #111
1110 21st Street
Galveston, TX 77550

In Attendance:

Betty Massey, Jeri Kinnear, Weez Doherty, Angela Brown, Renee Templer, John Prochaska

Absent:

Erica Adams

Staff:

Karin Miller, Christina Wells

Ms. Massey called the meeting to order at 1:01p.m.

On a motion by Ms. Kinnear and a second by Ms. Doherty, the minutes of the June 28, 2019 meeting were approved as corrected.

There were no members of the public present.

Ms. Miller reviewed her Executive Director's report noting that there were about 90 kindergarten, PreK3 and PreK4 students enrolled for the summer with GISD set to reimburse MECC for the personnel costs of the summer program which ended the previous week. Two tuition-paying classrooms of students are remaining until the start of school. PreK3 enrollment stands at 68 students with fully completed paperwork and another 22 in process with the pace of registration inquiry increasing every day.

Ms. Miller updated the board on the need for timely diagnosis of special needs among MECC students and the letter of inquiry sent to Episcopal Health Foundation in early July. The board encouraged Ms. Miller and Ms. Massey to pursue the possibility of a similar grant with the Sealy Smith Foundation, and Ms. Massey will follow up.

Ms. Miller told the board about the Galveston Daily News shoe drive and other similar efforts by community organizations.

Committee reports were next on the agenda with Finance Committee first up. Ms. Wells and Ms. Brown reviewed the reports distributed in advance of the meeting with the board agreeing to the following expenditures from the capital account:

- \$1,600 to complete work in Mr. Ford's office; a yet to be determined amount to install the new commercial grade washers and dryers;
- \$6,400 for the refreshing of the paint throughout the school;
- Approximately \$17,000 for the two contracts to be discussed later in the meeting if those contracts are approved.

There is a possibility that one of the TEA grants will reimburse MECC for the purchase and installation of the commercial washer and dryer, but that is undetermined at this time.

Ms. Wells is in the process of auditing credit card purchases from the Professional Development and Operating accounts and noted that it is likely that there are costs that should move from the Operating account to Professional Development.

Once the First Presbyterian Church donation to Erin's House is expended later this summer, the board authorized that account to close with Erin's House now being a budget line in the general Operating budget.

The Scholarship fund will be replenished on August 15th with the first payment of the Permanent Endowment Fund grant.

Ms. Wells will work up a cash flow for the next two months.

Ms. Brown then initiated discussion of the 2019/20 budget with the conclusion being the following action:

- a. Defer review and adoption of the budget pending a Finance Committee review on August 6th. Committee members will forward questions to Ms. Wells and Ms. Miller who will prepare a new draft budget with notes.
- b. Ms. Massey will call a special board meeting on August 9th at 4:00 p.m. for the dual purpose of reviewing the strategic plan draft and reviewing and taking action on the 2019/20 budget.

The Governance Committee report was deferred to Executive Session.

Ms. Massey presented the Resource Development Committee report asking the board for thoughts on the Annual Fund approach she presented in the board packet. In general members thought it was an acceptable way to begin to create an individual donor base for MECC and asked the committee to proceed. Ms. Miller suggested adding the Cynthia and George Mitchell Foundation to the list of possible donors. Board members suggested a comprehensive look at local civic clubs and other community based organizations for smaller donations. Ms. Massey will work on assembling that list over the next month.

Ms. Doherty did not have a report from the advisors.

Ms. Miller and Ms. Wells reviewed the contracts presented in items 8 a. and b. in the board packet. After questions and discussion, on a motion from Ms. Kinnear and a second by Ms. Doherty, the board approved both agreements with a unanimous vote.

Ms. Brown and Ms. Wells presented the "My Part Time Comptroller" contract; Ms. Kinnear made a motion which Ms. Brown seconded to approve that contract. The motion passed unanimously. The board also authorized Ms. Miller to engage temporary help for Ms. Wells to catch up on work.

Dr. Prochaska joined the meeting at this point. Having dealt previously with an update on the Teen Health Center (construction is drawing to a close) and strategic planning (next meeting on that subject is August 9th).

Ms. Massey excused Ms. Wells and Ms. Miller and at 3:15 p.m. adjourned the meeting into Executive Session to deal with personnel issues. At 4:00 p.m. the board reconvened in open session and took the following action: On a motion from Ms. Kinnear with a second by Dr. Prochaska, the board voted unanimously to extend a 5-year contract to Ms. Miller with the form and substance of the contract being in compliance with MECC's new status as an in district charter school, at a salary \$5,000 higher than her current salary, with the salary increase to be implemented at a time in the next fiscal year agreed upon by the board.

On a motion duly made and seconded the meeting was adjourned.



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Moody Early Childhood Center

BOD Minutes

Special Call Meeting, Friday, August 9, 2019
4:00 p.m. in the Board Room of Quigg Cottage
2628 Broadway
Galveston, TX 77550

In Attendance:

Betty Massey, Jeri Kinnear, Weez Doherty, Angela Brown, Renee Templer, John Prochaska, Erica Adams (by phone)

Staff:

Karin Miller

Guest:

Ashley Garcia (consultant)

Ms. Massey called the meeting to order at 4:08 p.m.

No members of the public were in attendance.

Ms. Massey explained that the Teen Health MOU was being withdrawn from the agenda and would appear on the regular August board meeting agenda for action.

Ms. Brown reviewed the renewal of the line of credit with board members. On a motion from Ms. Kinnear and a second by Ms. Templer, the board voted unanimously to renew the \$300,000 line of credit with Moody National Bank and to begin to repay that line of credit at a minimum of \$1000 in September 2019.

Discussion then turned to a line by line review of the proposed 2019/20 operating budget with Ms. Miller and members of Finance Committee responding to questions from board members. At the conclusion of a detailed review, Ms. Kinnear made the motion to adopt the 2019/20 operating budget as proposed. Dr. Prochaska seconded that motion and it passed with unanimous consent.

Ms. Miller then distributed a draft of the Moody Early Childhood Center three year strategic plan encompassing school years 2019/20, 2020/21 and 2021/22. The board agreed to extend its regular August board meeting by at least an hour to allow members time to discuss the plan.

After taking care of a few housekeeping matters, the Texas Charter School Conference attendance and the upcoming Galveston United Way luncheon, on a motion duly made and seconded, the meeting adjourned at 5:25 p.m.

COPY

John Prochaska

MECC Board of Directors, Secretary, Dr. John Prochaska,

8-13-19

Date

Cash Balances Per Moody Bank

My Accounts ⚙️ → ×			
Name		Balance	View
⊞ Capital		\$0,269.73	Info
⊞ Operating		\$0,400.81	Info
⊞ Special Projects		\$,000.00	Info
⊞ Scholarship		\$00.00	Info
⊞ Professional Develop		100,000.04	Info

Moody Early Childhood Center
Profit & Loss
July 2019

	Jul 19
Income	
402 · Contra - Found/Corp/Individual	7,888.94
420 · Grants-State/Local - PK3 Fund	38,027.28
445 · Grants-Fed-Child Care Subsidy	537.33
450 · Tuition - Full Pay	
450.01 · Tuition - Full Pay - Infants	15,147.36
450.02 · Tuition - Full Pay - Toddlers	16,470.00
450.03 · Tuition - Full Pay - PreK3	4,259.00
450.04 · Tuition - Full Pay - Deposits	75.00
450 · Tuition - Full Pay - Other	62.00
	36,013.36
Total 450 · Tuition - Full Pay	36,013.36
455 · Tuition - FCCS Subsidized (TWC)	
455.01 · Tuition - FCCS (TWC) - Infants	382.00
455.02 · Tuition - FCCS (TWC) - Toddlers	1,513.00
455.03 · Tuition - FCCS (TWC) - PreK3	104.00
	1,999.00
Total 455 · Tuition - FCCS Subsidized (TWC)	1,999.00
460 · Tuition - Scholarship Prnt Pay	
460.01 · Tuition - Sch Pt Pay - Infants	2,905.00
460.02 · Tuition - Sch Pt Pay - Toddlers	3,965.00
	6,870.00
Total 460 · Tuition - Scholarship Prnt Pay	6,870.00
480 · Other Inome	20.00
6999 · Discounts	-1,361.23
	89,994.68
Total Income	89,994.68
Gross Profit	89,994.68
Expense	
5000 · Expense Charges	
5000.04 · Expense Charges - Staff	1,990.00
	1,990.00
Total 5000 · Expense Charges	1,990.00
5010 · Scholarships	-17,000.00
5025 · Food Services	1,360.75
6115 · Benefits - Hlth, Vision & Denta	2,274.74
6115.1 · Benefits - STD/LTD	-488.93
6117 · Benefits - W/C	1,984.18
6119 · Stipends	1,128.88
6200 · Professional Contracted Service	2,660.00
6225 · Professional - Legal	62.50
6300 · Supplies & Materials	466.53
6320 · Supplies - Cleaning	399.14
6410 · Repairs & Maintenance	344.98
6425 · Insurance - Facilities	2,815.81
6430 · Insurance - Liability	6,014.43
6440 · Equipment Rental	162.93
6460 · Contract Labor	160.00
6465 · Bank Charges	1,354.32
6480 · Telephone/Internet	152.09
6485 · Board Expenses	2,990.00
6600 · Payroll Expenses	235,048.08
6601 · Summer Program Payroll Expense	14,502.00
	258,382.43
Total Expense	258,382.43
Net Income	-168,387.75

Professional Development Account Cash Flow

Beginning Balance (May 2019)	\$257,156.26
Payments to Participants	(\$5,700.00)
Business Expenses - Checks	(\$157.64)
Payments to Presenters	(\$25,010.00)
Food Services	(\$3,125.28)
Payments for Administration Hours	(\$544.00)
Ending Balance (May 2019)	\$222,619.34

Beginning Balance (June 2019)	\$222,619.34
Payments to Participants	(\$7,000.00)
Payments for Administration Hours	(\$371.00)
Ending Balance (June 2019 to date)	\$215,248.34

Beginning Balance (July 2019)	\$215,248.34
Payments to Participants	(\$400.00)
Payments for Presenters	(\$19,125.00)
Ending Balance (July 2019 to date)	\$195,723.34

Business Manager Report

August 15, 2019

- Reports
 - 01 Capital Account – Cash Flow
 - 02 PD Account – Cash Flow
 - 03 Scholarship Account – Cash Flow (not included)
 - 04 Special Projects – Cash Flow (not included)
 - 05 Operating Account – Cash Flow
 - 06 Operating PL

- Your Part Time Controller – Explanation of Services
- Accountant Reconciliations – Update
- Line of Credit – Options
- GIA – Internet Security / Corporal Punishment Option
- Wright – Flood Insurance Options
- TexasEIS – Employee/Financial Management System
- Time Clock Plus – Bio-Metric Time Management

Operating Account Cash Flow

Beginning Balance (April 2019)	\$426,218.13
Income	\$50,093.05
Transfer From Scholarship	\$17,000.00
Operating Expenses	(\$89,452.24)
Payroll	(\$145,786.64)
Payroll Taxes	(\$21,097.82)
BCBS	(\$22,141.26)
TRS Payment - March 2019	(\$49,605.88)
Transfer To Capital - Meadows Grant	(\$39,162.23)
Ending Balance (April 2019)	\$126,065.11

Beginning Balance (May 2019)	\$126,065.11
Income	\$65,755.70
Transfer From Scholarship	\$17,000.00
Transfer From Scholarship Early - May & June	\$34,000.00
Operating Expenses	(\$98,367.15)
Payroll - 05/10/19	(\$72,656.70)
Payroll - 05/24/19	(\$73,933.98)
Line Of Credit Deposit	\$200,000.00
Payroll Taxes - End Of April	(\$20,558.82)
Payroll Taxes - May	(\$23,154.99)
TRS April	(\$32,014.60)
Ending Balance (May 2019)	\$122,134.57

Beginning Balance (June 2019)	\$122,134.57
Income	\$81,852.26
Operating Expenses	(\$10,780.74)
Payroll - 06/07/19	(\$76,844.77)
Payroll - 06/20/19	(\$88,087.02)
Moody Foundation	\$400,000.00
Payroll Taxes	(\$13,618.10)
Ending Balance (June 2019 to date)	\$414,656.20

Beginning Balance (July 2019)	\$414,656.20
Income	\$81,536.90
Operating Expenses	(\$78,733.01)
Payroll - 07/05/19	(\$77,315.55)
Payroll - 07/19/19	(\$86,054.35)
BCBSTX	(\$21,948.53)
Payroll Taxes	(\$26,290.76)
Ending Balance (July 2019 to date)	\$205,850.90

Expenses Coming Up:	
TRS July (estimate)	(\$30,839.93)
Payroll Tax Deposit (estimate)	(\$21,000.00)
GISD Payroll (estimate)	(\$164,000.00)
GISD Utilities (estimate)	(\$102,000.00)
GISD Transportation (estimate)	(\$76,000.00)
Payroll (August 16)	(\$91,227.45)
Ham, Langston & Brezina	(\$19,300.00)
TOTAL DUE	(\$504,367.38)

Moody Early Childhood Center: 2019/20 Operating Budget Fundraising Plan***

August 15, 2019

Scholarship Fund: \$250,000

PEF (secured)	\$200,000
Herzstein (submit 11/19)	\$10,000
Annual Campaign*(12/19)	\$25,000

General Operating: \$250,000**

Ippolito (pending)	\$20,000
Kempner (submit 10/19)	\$30,000
MMNE (submit 1/20)	\$10,000
Walls Family (submit when told)	\$25,000
Bromberg (submit 10/19)	\$5,000
United Way (secured)	\$30,000
Del Papa (submit 10/19)	\$5,000
Sasser Family (submit 11/19)	\$5,000
Yaga Children's Fund (tbd-est)	\$7,500
Mitchell Foundation (submit 12/19)	\$25,000
Galveston Civic Clubs (as instructed)	\$10,000

Footnotes:

******* this plans assumes the current \$1,200,000 annual grant from the Moody Foundation

****** this designation is for funds raised by packaging some piece of the MECC operating budget—family engagement, educational materials, etc.

***this is a new effort that is a combination on line and direct mail campaign that honors one of our donors**