



“Giving all Galveston children the opportunity to soar”

Moody Early Childhood Center
Board of Directors Meeting
Friday, August 28 2020 @ 1:00 p.m.
1110 21st Street, Galveston, TX 77550 or Virtual*
Agenda

1. Call to order and establishment of a quorum
2. Review/approval: Minutes of the July 31, 2020 meeting (enclosed)
3. Public Comment
4. Financial Reports:
 - a) September 2019-July 2020 reports (enclosed)
 - b) Renewal of Moody Bank Line of Credit
5. Governance/Board Development Committee Reports:
 - a) Renewal of expiring terms of board members
 - b) Election of officers for 2020/2021 fiscal year
 - c) Committee appointments
 - d) Role and terms of Board Advisors
6. Executive Director's Report (enclosed)
7. Resource Development Update
8. Adjourn to Executive Session for the purpose of considering revisions to the employment contract of the Executive Director
9. Return to Open Session and take action stemming from Executive Session
10. Set time and date to discuss and offer updates to the Three Year Strategic Plan
11. Confirm next regular board meeting date
12. Adjourn

***Virtual:** Join Zoom Meeting; TIME, August 28, 2020 @ 1:00 p.m.;

Meeting ID: **850 5259 3542**; Password: **644933**

One tap mobile
+13462487799,,85627199262#,,1#,078286# US (Houston); Dial by your location
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MOODY EARLY CHILDHOOD CENTER
Board of Directors Regular Meeting
Videoconference via Zoom
July 31, 2020

Present: Ms. Massey (Presiding), Ms. Brown, Dr. Prochaska, Ms. Doherty, Ms. Adams, Dr. Brown, Mr. Parker, Ms. Miller (Executive Director), Ms. Palmer (Your Part-Time Controller), Ms. Monica Brown (GIA)

Absent: none

Ms. Massey called the meeting to order at 3:05 pm. A quorum was present.

There were no members of the public present at the meeting for public comment.

Ms. Brown and Ms. Miller introduced Monica Brown from GIA, who presented an overview of our current insurance coverage policies. She reviewed materials provided to the Board. These included overviews of our playground policy, flood coverage, directors and officers coverage, indemnity, and umbrella coverage. There was discussion of liability coverage for our teachers and staff, and Ms. Brown explained this was covered in our existing policies. At the Board's request, Ms. Brown will be sending estimates for expanding our umbrella coverage and for excess flood coverage.

Ms. Palmer reviewed the June 2020 financial reports provided to the board. She reviewed the fiscal year 2020-2021 budget proposal with the board. The budget does include provisions in the event of future shutdowns similar to the one we experienced this summer due to COVID.

Ms. Kinnear moved (with Dr. Prochaska seconding) to approve and adopt the fiscal year 2020 – 2021 budget as presented. The motion passed unanimously.

Ms. Miller updated the Board on our current status related to the ongoing COVID pandemic. She reported that there had not been any new reported positive cases, and that the staff are remaining vigilant in screening, testing, and cleaning protocols. She noted that our policies and procedures are consistently being updated as new recommendations and best practices are disseminated.

Ms. Brown left the meeting at 2:58pm.

The Board reviewed the minutes distributed in the meeting packet. Ms. Adams, seconded by Ms. Doherty, moved to approve the minutes. The motion passed unanimously.

Ms. Miller reviewed her monthly Executive Director's report. She also presented and reviewed the MOU with Head Start. The Board discussed any concerns and questions they had regarding

the MOU. Ms. Kinnear, seconded by Ms. Doherty, moved to approve the MOU. The motion passed unanimously.

Ms. Miller reviewed current enrollment status and updated the Board on recruitment efforts for the upcoming school year. She reviewed a proposed school closure policy related to COVID, and noted that the Board will be asked to vote on the policy at our next meeting.

Ms. Massey left the meeting at 3:15pm, with Ms. Kinnear presiding over the meeting.

Ms. Miller announced that we are exploring the potential for having a WIC office located within the Center. This would provide a number of benefits for several of our families, and we look forward to this opportunity.

The Board reviewed the summary of potential grant opportunities for MECC developed by MAYA and revised by Ms. Massey.

Dr. Prochaska updated the Board on the annual evaluation process for the Center and Ms. Miller. A formal report and recommendation will be made at our next meeting.

Ms. Adams left the meeting at 3:20 pm.

Ms. Doherty updated the Board on the Board of Advisors.

The Board adjourned at 3:24 pm.

Respectfully submitted by Dr. John Prochaska, MECC Board Secretary

MEMORANDUM

To: Karin Miller, Executive Director, Moody Early Childhood Center

From: Holly Palmer, YPTC

Date: August 20, 2020

Subject: July 2020 Financial Reports

Attached please find the following financial reports for the eleven months ended July 31, 2020:

- Balance Sheets at July 31, 2020 and July 31, 2019
- Income Statements and Budget Analysis for the eleven months ended July 31, 2020 and July 31, 2019
- Statements of Cash Flows for the eleven months ended July 31, 2020 and July 31, 2019
- Dashboard as of July 31, 2020

Executive Summary:

Moody Early Childhood Center's ("MECC") current cash balance is \$1.06MM. This significant increase is attributable to the receipt of \$1.96MM from the Moody Foundation. The Board of Directors voted in December to place these funds in a money market account with Moody Bank and release funds bi-monthly as needed for payroll, resulting in a Board designation of the grant funding. MECC is expected to execute its next release for payroll in late August or early September.

Balance Sheets:

- *Cash:* MECC ended July 2020 with \$1.06MM an increase of \$0.744MM from fiscal year ended August 31, 2019 to date. The increase is attributable to a new grant with the Moody Foundation for \$1.96MM. MECC still has approximately \$45K in the Scholarship Fund for use and is expected to utilize that in September for August enrollees. See Executive Summary above.
- *Receivables:* Accounts receivable, net were approximately \$164K at July 31, 2020. The receivable balance is mostly attributable to balances due from GISD in the amount of \$84K, and a tax overpayment due from the Internal Revenue Service (IRS) for approximately \$74K. The GISD balances are expected to be settled in August 2020, and the IRS is scheduled to remit payment in 4-6 weeks.
- *Other Assets:* Other assets included prepaid expenses in the amount of \$31K. These amounts are due to prepaid insurances and taxes.
- *Payables:* Accounts payable were \$177K at July 31, 2020. Significant balances include the following:
 - Payroll Liabilities of \$73K,
 - Health Insurance for \$21K,
 - Wright Flood Insurance for \$11K,
 - Galveston ISD Utilities for \$17K, and
 - Teachers Retirement contributions for \$62K

All these balances have been settled in August 2020.

Income Statements and Budget Analysis:

- *Revenue* – Total operations revenues for YTD July were \$3.46MM, which is \$1.0MM favorable to the expected FY2020 budget. This large favorability is due to the receipt of the \$1.96MM grant from the Moody Foundation.
- *Expenses* – Total operations expenses for YTD July were \$4.0MM, which is about \$46K unfavorable to the FY2020 budget. It is important to note that these figures include COVID-19 expenses, currently totaling approximately \$58K in operating expenses because of increased cleaning, sanitation supplies, and masks, as well as hazard pay to employees. These expenses for COVID-19 are expected to continue for the immediate future.
- K unfavorable to the FY2020 budget. It is important to note that these figures include COVID-19 expenses, currently totaling approximately \$53K in operating expenses because of increased cleaning, sanitation supplies, and masks, as well as hazard pay to employees. These expenses for COVID-19 are expected to continue for the immediate future.

Other Updates/Work Plan:

- *Development of Policies and Procedures Manual* – Creation and implementation of policy and procedure manual for accounting and business department. Executive Director and YPTC to meet about this next week for review and finalization.
- *Chart of Account Cleanup* – YPTC will be performing a chart of account cleanup in September to alleviate duplicate and obsolete accounts.
- *Key Performance Indicators*: YPTC will be working to provide meaningful key performance indicators such as, enrollment, discounts, refunds, cost per child and other pertinent measures.
- *Grant Tracking* – YPTC will assist in developing a grant tracking system, that captures all grants applied, amounts, purpose, due dates, status, outcome, etc. In addition, once grants are received, YPTC has set up a new process to record the income, and track all expenses related to the grant, to ensure that funds are being utilized fully and as per their intent.

Recommendations:

- *Meet with GISD to develop a process of submitting and receiving invoices* – MECC should create a plan with GISD to develop a process to submit invoices for payment and receive invoices from GISD on a monthly basis. **As of now, we have started to accrue the run rate based on the invoices received thus far.**
- *Employee Expense Reporting/Credit Card Tracking* – MECC should automate spend by employees for company purposes.

Please let me know if you have any questions or would like to discuss.

Moody Early Childhood Center
Balance Sheets
As of July 31, 2020 and July 31, 2019

	<u>July 31, 2020</u>	<u>July 31, 2019</u>	<u>\$Var</u>
ASSETS			
Cash - Operating	\$ 22,836	\$ 144,413	\$ (121,577)
Cash - Professional Development	800	195,723	(194,923)
Cash - Scholarship	45,036	6,536	38,500
Cash - Capital	-	39,736	(39,736)
Cash - Special Projects	317,996	5,863	312,133
Cash - Money Market	674,279	-	674,279
Prepaid Expenses	31,355	6,000	25,355
Employee Advances	(335)	-	(335)
Accounts Receivable	163,588	(26,394)	189,982
Total Current Assets	<u>1,255,555</u>	<u>371,877</u>	<u>883,678</u>
Property and Equipment			
Fixed Assets	1,063,242	905,925	157,317
Accumulated Depreciation	(293,215)	(119,995)	(173,220)
Total Property and Equipment, Net	<u>770,027</u>	<u>785,930</u>	<u>(15,903)</u>
TOTAL ASSETS	<u>\$ 2,025,582</u>	<u>\$ 1,157,807</u>	<u>\$ 867,775</u>
LIABILITIES AND NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable	\$ 117,306	\$ 78,030	\$ 39,276
Customer Credit	2,862	-	2,862
Payroll Liabilities	60,005	163,919	(103,914)
Line of Credit	295,000	200,000	95,000
Refundable Advance	633,100	-	633,100
Total Current Liabilities	<u>1,108,273</u>	<u>441,949</u>	<u>666,324</u>
Total Liabilities	<u>1,108,273</u>	<u>441,949</u>	<u>1,299,424</u>
Net Assets			
Opening Balance	11,412	11,413	(1)
Net Assets With Donor Restrictions	45,837	202,633	(156,796)
Net Assets Without Donor Restrictions	1,409,506	989,451	420,055
Net Revenue	(549,446)	(487,639)	(61,807)
Total Net Assets	<u>917,309</u>	<u>715,858</u>	<u>201,451</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,025,582</u>	<u>\$ 1,157,807</u>	<u>\$ 139,644</u>

Moody Early Childhood Center
Income Statements & Budget Analysis
As of July 31, 2020 and July 31, 2019

	ACTUALS		BUDGET COMPARATIVE		PRIOR YEAR COMPARATIVE	
	Current Month	Year-To-Date	Year-to-Date	\$ Variance	Year-To-Date	\$ Variance
				Favorable/ (Unfavorable)		Favorable/ (Unfavorable)
REVENUES						
Tuition	\$ 38,233	\$ 332,529	\$ 733,333	\$ (400,804)	\$ 578,785	\$ (246,256)
Discounts	-	(19,075)	-	(19,075)	(9,355)	(9,720)
Tuition Refunds	-	(8,152)	-	(8,152)	-	(8,152)
Contributions	1,067	185,612	458,333	(272,721)	336,159	(150,547)
Contributions - Moody	-	1,966,667	366,667	1,600,000	1,600,000	366,667
Grants	6,673	6,673	-	6,673	-	6,673
GISD Allotment	41,694	447,601	809,764	(362,163)	418,300	29,301
Title Funds	-	36,502	-	36,502	56,507	(20,005)
Federal Food Services	-	35,356	55,000	(19,644)	26,515	8,841
Federal Child Care Subsidy	43,908	245,594	27,885	217,709	5,070	240,524
Interest Income	346	5,560	-	5,560	-	5,560
Other Income	3,217	32,806	-	32,806	17,791	15,015
UTMB Pandemic Tuition	-	110,000	-	110,000	-	110,000
Other Pandemic Tuition	-	83,251	-	83,251	-	83,251
TOTAL REVENUES	135,138	3,460,924	2,450,982	1,009,942	3,029,772	431,152
EXPENSES						
Payroll and Related Expenses	369,573	3,142,496	3,258,292	115,796	2,848,988	(293,508)
Food Services	-	63,571	117,333	53,762	80,512	16,941
Transportation	-	44,333	69,667	25,334	-	(44,333)
Family Engagement	-	2,301	21,542	19,241	-	(2,301)
Occupancy	-	-	93,500	93,500	-	-
Professional Development Charges	-	22,101	-	(22,101)	5,946	(16,155)
Board Expenses	-	1,087	-	(1,087)	3,720	2,633
Contract Services and Professional Fees	21,158	297,689	171,417	(126,272)	362,757	65,068
Supplies	153	56,292	78,833	22,541	77,140	20,848
Repairs and Maintenance	29	31,313	-	(31,313)	36,405	5,092
COVID-19 Expenses	5,011	57,659	-	(57,659)	-	(57,659)
Depreciation	9,711	96,352	-	(96,352)	-	(96,352)
Insurance	1,093	32,507	98,725	66,218	33,266	759
Fundraising	-	-	-	-	-	-
Interest Expense	1,480	16,090	22,000	5,910	1,867	(14,223)
Printing and Postage	-	8,056	4,582	(3,474)	1,473	(6,583)
Dues and Subscriptions	868	15,800	-	(15,800)	10,951	(4,849)
Bank Fees	18	10,850	-	(10,850)	19,278	8,428
Utilities	8,647	59,256	-	(59,256)	-	(59,256)
Travel	-	5,791	-	(5,791)	2,060	(3,731)
Information Technology	199	4,101	17,646	13,545	3,769	(332)
Marketing	-	15,983	11,000	(4,983)	7,682	(8,301)
Other Expenses	6,544	26,742	-	(26,742)	21,597	(5,145)
TOTAL EXPENSES	424,483	4,010,370	3,964,537	(45,833)	3,517,411	(492,959)
TOTAL NET INCOME (LOSS)	\$ (289,345)	\$ (549,446)	\$ (1,513,555)	\$ 964,109	\$ (487,639)	\$ (61,807)

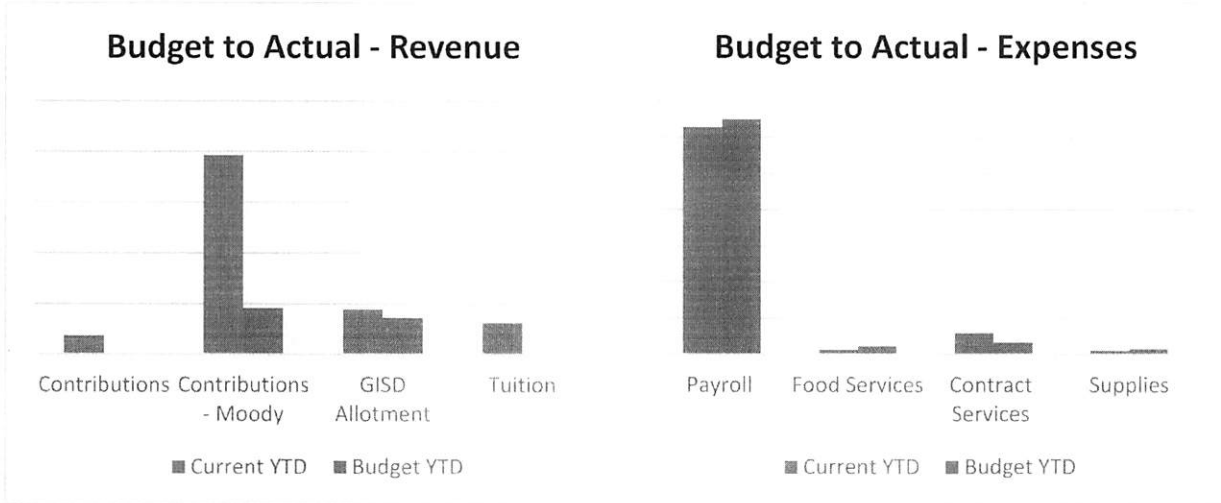
Moody Early Childhood Center
 Statements of Cash Flows
 As of July 31, 2020 and July 31, 2019

	<u>Year-to-Date July 31, 2020</u>	<u>Year-to-Date July 31, 2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Total Net Income (Loss)	\$ (549,446)	\$ (487,639)
Adjustments to Reconcile Total Net Income (Loss) to Net Cash (Used)/Provided by Operating Activities:		
Depreciation	96,352	-
Changes in Operating Assets and Liabilities:		
Tuition Receivable	(112,726)	36,141
Contributions Receivable	800,000	-
Prepaid	(31,020)	-
Accounts Payable and Accrued Expenses	<u>(46,353)</u>	<u>180,531</u>
Net Cash (Used)/Provided by Operating Activities	<u>156,808</u>	<u>(270,967)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of Fixed Assets	<u>(140,594)</u>	<u>(47,396)</u>
Net Cash Provided/(Used) by Investing Activities	<u>(140,594)</u>	<u>(47,396)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
PPPL	633,100	-
Line of Credit Draw	<u>95,000</u>	<u>100,000</u>
Net Cash Provided/(Used) by Financing Activities	<u>728,100</u>	<u>100,000</u>
CHANGE IN CASH	<u>744,314</u>	<u>(218,363)</u>
Cash, Beginning of Period	<u>316,633</u>	<u>610,634</u>
Cash, End of Period	<u><u>\$ 1,060,947</u></u>	<u><u>\$ 392,271</u></u>

**Moody Early Childhood Center
Dashboard
As of July 31, 2020**

Months Cash on Hand (including Restricted)

		<u>YTD</u>		<u>Prior YTD</u>
Total cash on hand	\$	1,060,947	\$	392,271
Average monthly operating expenditures	\$	364,579	\$	319,765
Number of months cash on hand		2.91		1.23
Total cash on hand (Less: Money Market)	\$	386,668		
Average monthly operating expenditures	\$	364,579		
Number of months cash on hand		1.06		
<i>Recommended benchmark is 3-6 months.</i>				



The above shows revenue over/under budget for each major revenue category except for Contributions - Moody.

The above shows expenses under\over budget for major expense items.

Project Initiative: Implement New Billing/AR/Payments System and Terminate Existing Software

Project Steps:

- Identify vendor/software to implement
 - You wanted to change from Brightwheel to another product, since Brightwheel wasn't meeting all of your needs. We looked at two different vendors, QuickBooks and Bill.com.
 - I researched both extensively, and gave you the pros and cons of each option.
 - You all decided on Bill.com, which also syncs seamlessly into QuickBooks, since Bill.com has a little more functionality, and the processing fees are easy to pass on, using their merchant services.
- Create merchant account for new software
 - Karin and I set this up with the information from the financial statements.
- Identify which payments will be accepted, and the associated fees
 - I assisted in activating the merchant services account for Bill.com. We had also activated the merchant services for QuickBooks before we knew more about Bill.com, which I will help cancel for you all as soon as possible.
- Determine the rate at which we will be charged, and bill these back to the customer.
 - You indicated that you wanted to pass the fees to the customer, so we also researched the merchant services packages within each platform, to ensure that your processing costs would be covered.
 - The fees can't be directly passed through; however, we have the option to charge a convenience fee, which we have implemented.
 - We are charging a 2.9% convenience fee to the customers, which we can always adjust. The charges for all credit cards are approximately 2.79%, except American Express, which is 3.75%, but we can opt out of accepting AMEX.
 - The convenience fee will be a separate charge paid by the customer and will be remitted directly to MECC with the other tuition payments. The cost of the merchant services will also be a separate fee invoiced and paid by MECC, so we can adjust the convenience fee as necessary if we see that the costs aren't being completely offset.
- Create the invoice and credit memos with logo, information, and other details
 - I completed both of these and they are ready to populate and send.
- Import customers
 - We imported all customers from QBO
 - We will need to clean up this list, by deactivating customers that are no longer active, and merging duplicate customer accounts. My recommendation is that Irazema perform this cleanup, as she is closest to the customers. I can oversee and review, and assist in the deactivation/merger, if needed.
 - We will also create "parent" and sub accounts, so that the children's names can be used, and the parents' names can be the responsible party for payment. This will also make refunds or credits seamless in the process.
- Create products and services list for invoicing
 - We have completed phase 1 of this step and will continue to flesh this out as need be. We are determining which items we truly need, adding tuition plans as necessary, and deleting any items not needed.
 - We are also adding deposits, discounts and refund codes for all customers
- Ensure customer payment/refund process
 - The customers have a designated website for invoices and payments, provided by Bill.com. <https://app.bill.com/p/moodyearlychildhoodcenter>
 - I also trained Irazema on the merchant services website, where she can also manually process payments if need be. I also showed her where the credit memos and refunds should be recorded.
 - We also will be charging a convenience fee to the customers. Karin and Irazema to decide the final rate of that fee. It is currently at 2.9%, which is also the amount that Brightwheel charged the customers. 😊
- Implement communication settings
 - I have set the invoicing items to go directly to Irazema and Karin, so that everyone will be in the loop on invoicing, payments and billing.
- Ensure proper reporting for management (AR Aging, Collections Report, etc.)

- I reviewed all of the reports in both Bill.com, QBO, and the merchant website. This “three-way match” will provide comfort over the accuracy and completeness of the information, as well as serve as an internal control for the process.
- Communicate new process to staff, and train
 - Communicated new process, fees, and other items to Karin and Irazema. Trained Irazema on all aspects of the process.
 - I will also work towards creating documentation regarding the procedures, as soon as we have data in the system. This will serve as a “manual”, in the event that anyone needs to take over the process on the fly.
- Communicate new process to parents
 - Moody will be handling this.
- Begin billing in new system
 - We hope to have data in the system this month.
- Terminate services with previous vendor (Brightwheel)
 - I will remind you all of this once we have the new process up and running, and we have all of the reports from Brightwheel.
- Test the process for accuracy and integration into QuickBooks
 - We will complete this action as soon as we have data to review.

Project Wins:

1. **We are saving Moody approximately \$5,000 per year in subscription fees alone!** The Bill.com platform does not have any added fees to add the AR platform, since Moody is already using them for payables. Additionally, we are not sending paper invoices, which is the only item that really has a fee attached to it.
 - a. All processing fees will be passed onto the customer to offset any merchant fees.
2. **We also will be saving approximately 7 hours of YPTC time per month, which equates to over \$11,000 annually!!**

THIS RESULTS IN A TOTAL SAVINGS OF OVER \$16,000 FOR OUR CLIENT!! YAY! 😊

Project Initiative – Employee Timekeeping

All,

I just wanted to let you all know of another “client win” at Moody Early Childhood Center (MECC).

Beginning on August 5th, we decided to implement TSheets for MECC. They had previously implemented and were using an employee time system, called TimeClock Plus, which they purchased after consulting with other schools. I reviewed the contract that they signed with TimeClock Plus and realized that they would have an annual charge of \$3,182.64, after already spending approximately \$5,300 on the physical biometric time clocks themselves. Biometric time clocks can always be tricky, because some people don't have well-defined fingerprints in order to clock in and out. This was the case with MECC and resulted in the payroll clerk at MECC to have to fix the punches for those employees every day. More drawbacks for TimeClock Plus, was that it didn't integrate with any other system, it didn't have an Excel or .csv download for easy processing, and it didn't provide mobile access. The payroll clerk had to manually input all of the hours into the payroll system for processing, including the new categories for ESPLA, EFMLEA, and other items.

TSheets, which is included FREE with any QuickBooks Advanced subscription, took us less than two (2) full days to implement. With TSheets, you can designate any computer or iPad as the kiosk, and it clocks employees in and out, based on their picture. It has to be a full-face, clear, unobstructed photo, and it has to match the original picture that they took during the setup process. TSheets also allows Karin to see who is working at a glance, and who is going into overtime. She is able to run reports showing tardies, and other anomalies, and address them immediately. Another AMAZING thing is that TSheets integrates seamlessly with QuickBooks Payroll, and is able to be monitored and approved real-time.

Now, MECC no longer has to worry about the annual licensing and hardware support fees, fingerprints, physical time clocks and maintenance/obsolescence.

I am glad that we could help Karin and MECC achieve another level of efficiency and cost-effectiveness!

☺



"Giving all Galveston children the opportunity to soar"

**MECC: Executive Director
Board Report
August 28, 2020**

1. Information

- a. Finance
 - i. Working on cost/pupil
- b. Early Head Start/Head Start
 - i. Working on benefits flyer for families
 - ii. Just hired family coordinator
- c. GISD
 - i. Serving 23 K-3rd grade students
 - ii. First day of school
 - 1. 72 PK
 - 2. 47 IT
 - iii. GISD Board Report
- d. Upcoming Board Events
 - i. Enrollment/Admissions/Attendance – Irazema Garcia and Taylor Buckles
 - ii. Scholarships/Workforce/Family Events – Stephanie Coleman & Paula Munoz
 - iii. Education – Dr. Leola Lawrence



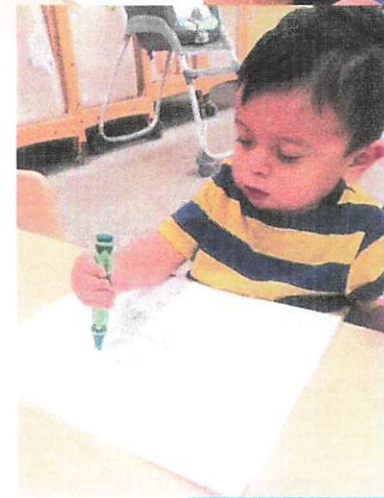
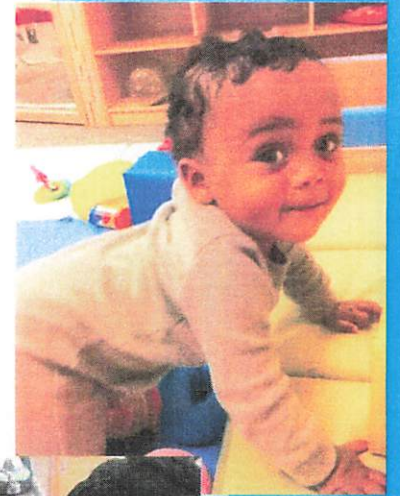
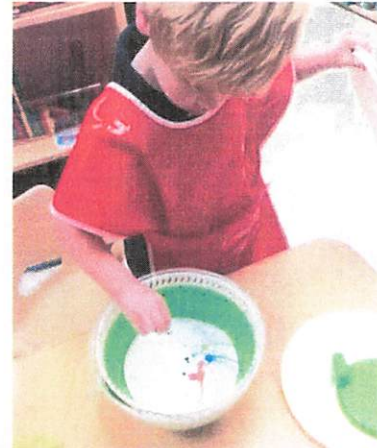
Moody Early Childhood Center



Fourth Quarterly Board Report
August 20, 2020

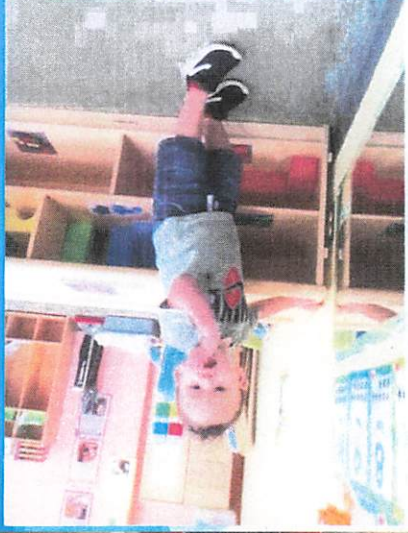


ENROLLMENT



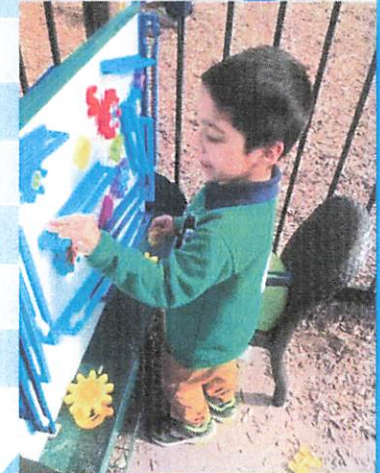
Enrollment: Infant/Toddler (July)

Class	Ages	Ratios MECC/State	Enrollment
Caterpillar	6 weeks - 5 months	1:4/1:4	5
Ladybugs	6 months - 11 months	1:4/1:4	7
Bees	6 months - 11 months	1:4/1:4	7
Turtles	12 months - 17 months	1:4/1:5	5
Frogs	12 months - 17 months	1:4/1:5	4
Seahorses	18 months - 23 months	1:5/1:9	7
Whales	18 months - 23 months	1:5/1:9	7
Dolphins	24 months - 30 months	1:6/1:11	6
Bears	30 months - 36 months	1:7/1:11	6
Owls	30 months - 36 months	1:7/1:11	5
Eagles	30 months - 36 months	1:7/1:11	5
Total			58



Enrollment: PreKindergarten+ (July)

Class	Age	Ratio MECC/State	Enrollment
Hippos	PK3	1:8/1:15	0
Cheetahs	PK3	1:8/1:15	0
Gorillas	PK3	1:8/1:15	0
Tigers	PK3	1:8/1:15	0
Lions	PK3	1:8/1:15	0
Koalas	PK3	1:8/1:15	0
Elephants	PK3	1:8/1:15	7
Pandas	PK3	1:8/1:15	7
Zebras	PK3	1:8/1:15	6
Flamingos	PK4	1:9/1:18	6
STEAM	PK4	1:9/1:18	4
	Total		30



Dedicated and Engaged Staff

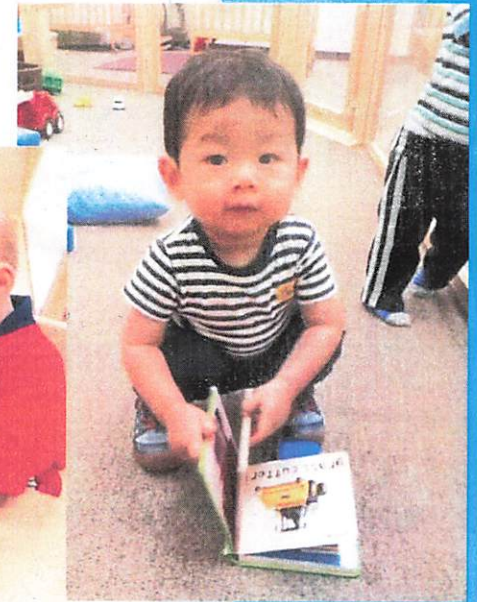


Program	HS/GED	CDA/Cert	Associates	Bachelors	Advanced
Infant/Toddler	13	4	6	10	0
PK	8	1	0	7	1
Admin/Office	4	1	1	1	5
Total	25	6	7	18	6



Performance Objective #1

Student Academic Performance



Curriculum / Assessment

Infant, Toddler, Three Year
Old Early Learning Guidelines
(Frog Street)

PK Guidelines
(Frog Street)

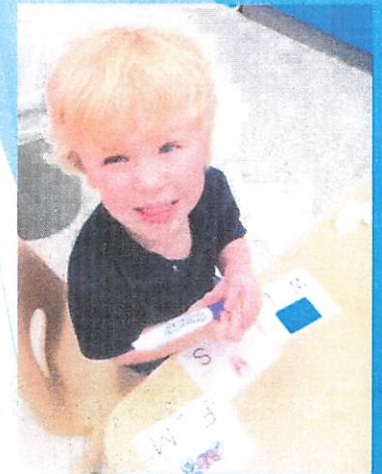


INFANT & TODDLER
Developmental
Checklists

PK3
CIRCLE

PK4
CIRCLE

KINDERGARTEN
Kindergarten
Readiness



IT Developmental Checklist

Age	6 wks-5 months				6-11 months				12-17 months				18-23 months				24-36 months				36 months +			
	Oct	Jan	Apr	June	Oct	Jan	Apr	June	Oct	Jan	Apr	June	Oct	Jan	Apr	June	Oct	Jan	Apr	June	Oct	Jan	Apr	June
Health & Motor	60	100	75	83	67	50	94	22	58	42	88	36	100	100	94	22	71	64	100	52	75	86	100	78
Lang & Lit	20	100	88	83	100	0	75	11	16	21	81	27	80	75	94	50	71	64	92	35	38	64	96	75
Social Emotion	20	100	88	83	100	38	88	22	63	37	94	36	80	75	88	75	100	82	92	87	63	86	92	92
Cognitive	60	100	75	83	100	25	81	22	58	47	88	27	100	88	84	75	100	82	92	39	100	86	92	83
Overall	60	100	81	83	100	0	85	11	47	26	88	27	90	75	75	50	86	73	94	39	25	79	95	75



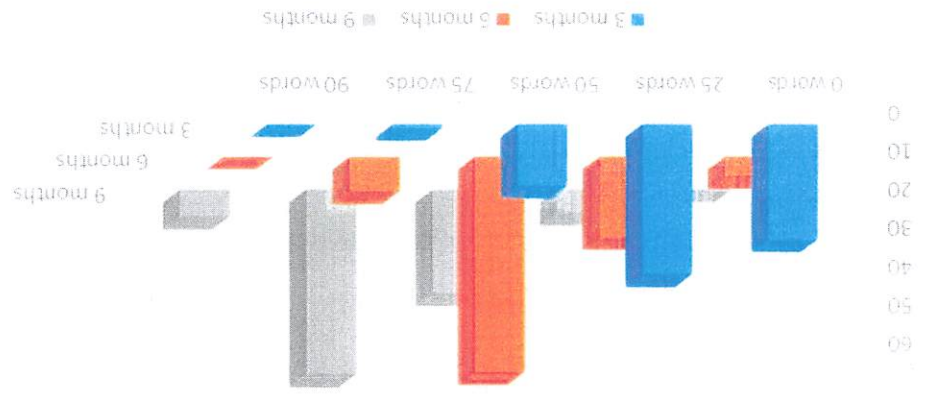
PK3 Report Card

Skill Assessed	1st Assessment (10/2019)	2 nd Assessment (1/2020)	3rd Assessment (5/2020)	New Students	Returning Students
Capital Letter Identification (10)	25%	54%	81%	78%	90%
Lower Case Letter Identification (10)	12%	41%	75%	73%	85%
Number Identification (1-5)	20%	41%	86%	86%	90%
Rote Counting (1-15)	14%	34%	77%	76%	85%
Colors (11)	11%	63%	76%	74%	85%
Shapes (6)	46%	67%	95%	93%	100%

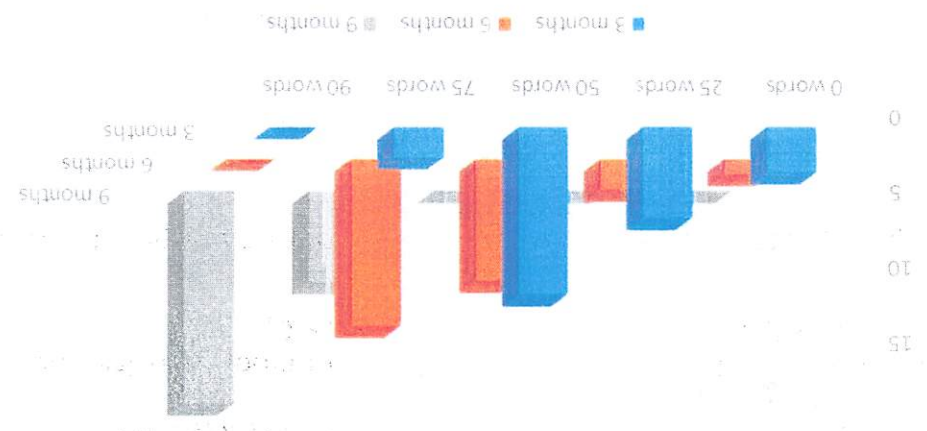


PK3 Report Card

PK3 New



PK 3 Returning



PK4 Report Card

Skill Assessed	1st Assessment (10/2019)	2nd Assessment (1/2020)	3rd Assessment (5/2020)
Capital Letter Identification (20)	28%	73%	95%
Lower Case Letter Identification (20)	14%	60%	95%
Number Identification (10)	28%	47%	100%
Rote Counting (1-30)	42%	66%	85%
Colors (11)	57%	80%	100%
Shapes (6)	78%	88%	100%



PK4 Report Card



PK4

PK4

PK4

PK4

PK4

PK3 Student Outcome Goals (75%)

Increase Vocabulary - By the end of the 2019-2020 school year, 75% of our students will be able to identify vocabulary introduced in the Frog Street curriculum (90 vocabulary cards)

22% Oct 29% Jan 85% May

Alphabet Knowledge - By the end of the 2019-2020 school year, 75% of our students will recognize at least 10 letters especially those in their own name.

25% Oct 54% Jan 81% May

Number Recognition - By the end of the 2019-2020 school year, 75% of our students will recognize the numerals 1-5.

20% Oct 41% Jan 86% May

PK4 Student Outcome Goals (75%)

Increase Vocabulary - By the end of the 2019-2020 school year, 75% of our students will be able to identify vocabulary introduced in the Frog Street curriculum (138 vocabulary cards)

43% Oct 47% Jan 85% May

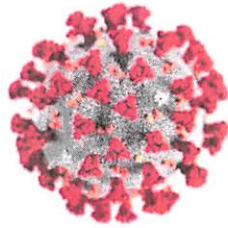
Alphabet Knowledge - By the end of the 2019-2020 school year, 75% of our students will recognize at least 20 letters especially those in their own name.

28% Oct 73% Jan 95% May

Number Recognition - By the end of the 2019-2020 school year, 75% of our students will recognize the numerals 0-9.

28% Oct 47% Jan 100% May

PRE-K ENROLLMENT NOW OPEN
 We are now accepting Pre-K
 Preliminary Acceptance Applications.
 Click here to APPLY



Moody Early Childhood Center

ALL MECC PRE-K PARENTS CAN PICK UP A LEARNING BAG.

THURSDAY, APRIL 9TH
 BETWEEN THE HOURS OF
 12:00PM - 3:00PM ONLY

This process will be a "Drive-Thru" process with minimal contact with school personnel. Parents/students are asked to remain in their cars and follow the procedures provided at the time of pick up. (Ave L side)

What's New?

PERMANENT ENDOWMENT FUND



MOODY METHODIST CHURCH



CLOTH FACE MASKS
 AN ADDED LAYER OF PROTECTION AGAINST COVID-19

WHEN TO WEAR


- IF YOU ARE FEELING COVID-19 SYMPTOMS
- IF YOU ARE CARING FOR SOMEONE WITH COVID-19
- IF YOU ARE ESSENTIAL RECENTLY OUTSIDE OF YOUR HOME

HOW TO CARE FOR

- BETWEEN USES, WASH DIRTY MASKS (CLOTH) WITH WATER AND SOAP/DETERGENT
- DRY ON HIGH HEAT TO KILL GERMS
- MASK MAY NEED TO BE REWASHED TO CLOSE GAPS

HOW TO WEAR

WASH YOUR HANDS BEFORE AND AFTER WEARING YOUR MASK. MAKE SURE IT FITS PROPERLY. DON'T TOUCH YOUR MASK.



WASH YOUR HANDS BEFORE AND AFTER WEARING YOUR MASK. MAKE SURE IT FITS PROPERLY. DON'T TOUCH YOUR MASK.



YOUR VICTORY GARDEN
 counts more than ever!

Moody Early Childhood Center

United Way

OPEN FOR ENROLLMENT 2020-2021

FREE for qualifying students

FREE

Moody Assessment classes are free for all Pre-Enrollment for students completing registration for MECC before August 31, 2020.

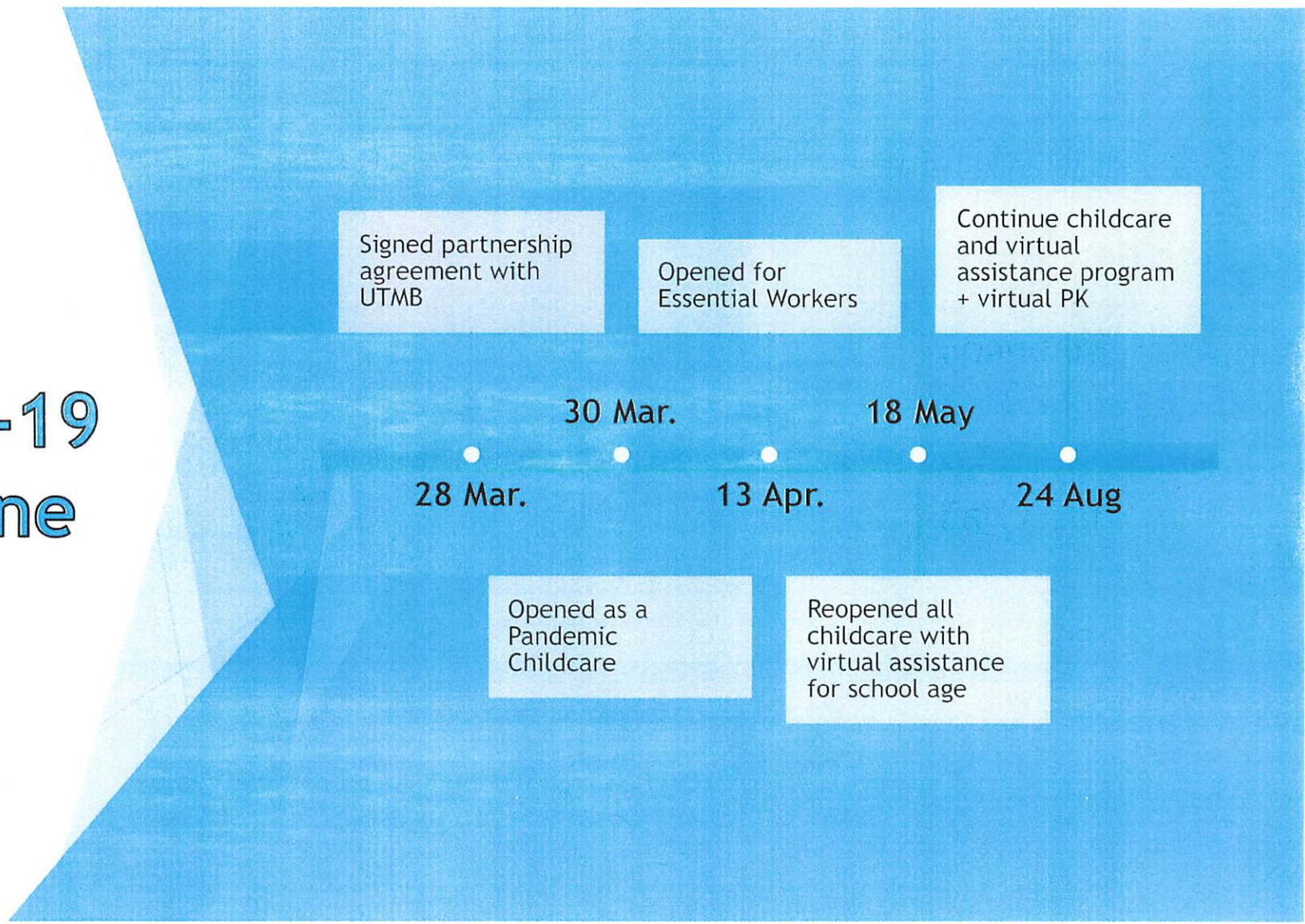
(409) 761-8930

www.moodyearlychildhood.org

New Board Members

- ▶ Renee Templer left the board to serve on Permanent Foundation Board
- ▶ New Board Member - Dr. Amber Brown, Associate Professor Early Childhood Education, UHCL
- ▶ New Board Member - Marcus Parker, Senior Regional Manager Lakeshore Learning

COVID-19 Timeline



COVID-19 Classroom Preparation

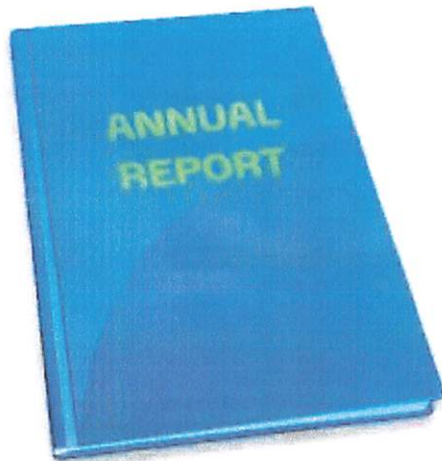
- ▶ Pandemic Plan - “Health and Safety Policy”
- ▶ Screening prior to entering building (Staff and Students)
- ▶ No access from visitors
- ▶ Cross Contamination
 - ▶ Runners assigned to each room
 - ▶ No ancillary activities (PE, Music, STEAM, Library)
 - ▶ Playground 1 class at a time, and disinfected after each class
- ▶ Extra classroom staff to take students to and from room
- ▶ Enrollment - Max 8 - 10 per classroom
- ▶ No outside food
 - ▶ Students eat in class
 - ▶ Birthdays in room
- ▶ Enrollment
 - ▶ Infant/Toddler - created online fillable forms
 - ▶ PK - partnering for registration



Performance Measure #2

Financial Performance

Financial Reporting



Financial Report Submitted within 180 days



Unqualified opinion



Free of Instances of Material Weaknesses in Internal Controls

Performance Measure #3

Parent and Community Engagement

Goal Progress Measure #1 Goal Progress Measure #2

- ▶ **Parent and Community Meetings**
 - ▶ Professional Advisory Mtg (Sept & Dec)
 - ▶ Community Advisory (Nov & Apr)
 - ▶ Parent Advisory Mtg (Oct & Mar)
 - ▶ Area Childcare Providers (Sept, Nov, Jan & Feb)
 - ▶ Assisted with Pandemic Plan and waiver
 - ▶ Program & Early Childhood Research (Dec)
 - ▶ Family Engagement Nights (Weekly events)
 - ▶ Academic Areas - Literacy, Math, Science Fair (Coming)
 - ▶ Parenting-Triple P, Parent Café, Incredible Years
 - ▶ Social Emotional
 - ▶ Resources
- ▶ **Parent Communication of Student Assessment Performance**
 - ▶ Daily Folders
 - ▶ Parent Conferences
 - ▶ Phone Calls
 - ▶ Pre-Scheduled dates
 - ▶ Texts, Emails, and Calls as needed
 - ▶ Developmental Checklists - Monthly
 - ▶ Report Card 9 wks

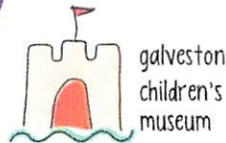




United Way of Galveston

Community Partners

- ▶ Galveston ISD
- ▶ United Way
- ▶ Teen Health



- ▶ Pediatric Clinic OPEN!
- ▶ Ball High School
 - ▶ BESST
- ▶ UTMB
 - ▶ OT, PT, Pediatric Psychiatry
 - ▶ Motor/Sensory Lab OPEN!



- ▶ SMART Family Literacy
- ▶ Area Childcare Directors
- ▶ Galveston Diaper Bank



- ▶ Urban Strategies
- ▶ Boys and Girls Club
- ▶ WorkSource Solutions
- ▶ Galveston Urban Ministries
- ▶ Family Service Center
- ▶ BBVA
- ▶ Gulf Breeze
- ▶ Galveston Food Bank
- ▶ St. Vincent's House
- ▶ Ironman
- ▶ 3919 Enterprises
- ▶ Galveston Children's Museum
- ▶ UpBring Head Start
- ▶ WIC





Karin Miller, Executive Director
Antonio Ford, Deputy Executive Director

