

MOODY EARLY CHILDHOOD CENTER
Board of Directors Monthly Meeting
October 25, 2019

Present: Ms. Massey (Presiding), Ms. Kinnear, Ms. Brown, Dr. Prochaska, Ms. Doherty, Ms. Templer, Ms. Adams (Video conference), Ms. Miller (Executive Director), Ms. Garcia (Your Part-Time Controller)

Absent: none

Ms. Massey called the meeting to order at 1:08pm.

There was a motion to approve minutes from last month's meeting by Ms. Brown, seconded by Ms. Kinnear. Motion was passed unanimously.

No members of the public were present for public comment.

Ms. Miller and Ms. Garcia presented the monthly finance report. Ms. Garcia reviewed project updates as outlined in her memorandum to the Board. This year's audit is set to begin on Monday, October 28. Ms. Garcia also reported that all bills are all caught up as of today. Ms. Garcia reviewed each account with the board.

Dr. Prochaska inquired about the possible need for a board reserve fund. Ms. Kinnear suggested \$50,000 as a threshold. Ms. Massey charged finance committee to explore the development of such an account, including how to finance it, a concern brought up by Ms. Miller. Ashley recommends a best practice is for an organization to have 3 months expenditures in reserve. Finance committee will meet to discuss and develop a recommendation on how to move forward.

Ms. Garcia presented a draft fixed asset policy, part of examining accounting policies to be in compliance with the audit. There was a motion by Ms. Brown to accept fixed asset policy with a \$5000 cost or more be capitalized, second by Ms. Kinnear. Motion carried unanimously.

Ms. Miller announced that Moody Bank is fundraising and supply raising for Erin's House. Supplies will be collected at all of their branches over the next few weeks.

Ms. Miller updated the board on the Baker-Ripley Head start program and their consideration of expanding into Galveston County. She announced that the early head start grant is opening again. Ms. Miller would like MECC to apply. Ms. Kinnear motioned to approve submitting grant for early head start grant, seconded by Ms. Brown. There was discussion about grant deadlines, timelines, and other requirements for the grant. Motion passed unanimously.

Ms. Massey updated the board on visit to Pittsburgh about how early child education is delivered through their public-school system. There was discussion about details from this visit as they related to the early head start grant and how MECC would deliver early head start.

Ms. Miller and Ms. Massey updated the board about the Heinz Endowments meeting in Pittsburgh about examples of best practices for continued growth and expansion of MECC in the future as a model of applying best practices in early childhood education.

Ms. Adams and Ms. Kinnear updated the board on HB3 funding of full day pre-K. Ms. Adams discussed the teacher incentive allotment program.

Ms. Massey announced that the Moody Foundation approved a \$5.9 million grant for general operating funds. Thanks and gratitude were expressed for the continued investment in and support of MECC by the Moody Foundation.

Requests for funding from the Bromberg Foundation, the Mary Moody Northern Endowment, the Kempner Fund and Ippilito Foundation are currently under consideration. Ms. Miller and team are beginning work on the early head start proposal. There was additional discussion about exploring opportunities with the Heinz Endowments and other sources of funding outside of our more local sources.

Ms. Adams discussed the interest in forming a 4-year early childhood education degree program in Dallas, wherein MECC might be a training site in the future.

Dr. Prochaska reported that while the committee did not meet due to scheduling conflicts, the committee is still researching possible additions to the Board. Ms. Miller discussed that if we get early head start, we will need legal, early childhood (Ms. Templer) and finance representation on the board. A number of names were suggested to Dr. Prochaska, and the board will continue to forward ideas to Dr. Prochaska as we move forward with expanding the expertise of the Board.

Ms. Doherty inquired about how to improve the advisory committee's engagement in MECC activities. Ms. Templer mentioned a resource called Sign-up genius as a possible tool for coordinating engagement. Ms. Miller suggested creating a list of members along with expertise, skills, fun talents, etc. Also, Ms. Massey recommended meeting only twice a year. Ms. Doherty requested that we discuss and vote on adjusting the frequency of meetings for the advisory board at the next board meeting.

Ms. Miller updated the board on attendance and enrollment. She reported that active shooter training was conducted this month. She informed the Board that drills are practiced once a month, including practice for situations involving a fire, active shooter, and lockdown/lockout. She provided an update on current partnerships. Ms. Miller updated the board on 1882 grant changes and status. Ms. Miller presented requested updates to the parent handbook. Ms. Kinnear moved to accept proposed changes to the parent handbook, which was seconded by Ms. Doherty. Motion was passed unanimously. Ms. Miller presented requested changes to the employee handbook. Motion made by Ms. Doherty to accept the proposed changes, which was seconded by Ms. Templer. The motion passed unanimously.

Ms. Miller updated the board on transportation service.

Ms. Massey announced that the next meeting of the Board was scheduled for Friday, Nov. 22 at 1pm in the MECC family engagement room.

Meeting was adjourned at 3:06 pm on a motion by Ms. Massey, seconded by Dr. Prochaska.