MCC Board Meeting Agenda

*August 20th, 2025*

*Called to Order: 5:05pm*

*Minutes Approved from last meeting*

*Attending–Sarah H., Josie, Dawn, Nolan (non-voting member;)), Alicia, Kathleen, Mimi, Irem, Tarah*

1. Financials
   1. Review financial reports and bank statements
      1. Gap because of lack of June reimbursement
      2. New formula at FCCA
   2. Follow-up regarding any changes to ProCare and Tuition Express
      1. Maintaining our current services for now but ProCare is NOT user friendly
      2. May revisit later
   3. Follow-up on filed/unfiled tax documents

*(Was Eric submitting taxes or was McGill Powers & Bell? We paid Eric to gather up the quarterly info to send to MP&B. Tarah found some filed 990 forms for non-profits. We must research this. MP&B may have records. How do we recoup what we paid for services not provided? We must get our tax filings done and up to date.)*

* + 1. Alicia will follow up to find out when our taxes were last filed and by whom, Alicia will contact MPB and Sarah H. will contact Eric
    2. Hire a tax preparer to find out what is missing and clean this up. Josie’s mom is a tax preparer–reach out to her, Irem has a backup contact
    3. Josie will reach out to her mom about tax preparation.
  1. Updates from meeting with Jason/KDC involvement
     1. Spoken with Jason
     2. Who submits our taxes? Need answer next week
     3. Receipt and record of all tax records/prepared information

1. Inspection Review/Discussion
   1. Need documents from staff on more regular basis
   2. Retraining on small violations
2. Staffing
   1. Staff incidents/behavior reports

* 1. Current vacant positions/staffing needs
     1. Hired cook, mostly supported by pre-K counts
     2. Hired for school age
     3. Cannot get enough people who do not regularly call off
        1. Has tried many strategies
        2. PTO v. bonuses
           1. Consider accrual system–every month get a day off
           2. Raffles?
           3. Deeper discounts for those with kids at the Center?

1. Board of Directors
   1. Need for additional board members going forward
      1. Josie and Kathleen leaving
      2. Xiaohan Sun
      3. Reach out to parents–Jessee outreach, Emma’s mom Megan Purcell, Nikki Cochran
      4. More outreach opportunities
   2. Formalize committee list (ie. new building, fundraising, etc.)
      1. Put this off until September
   3. Director and Officer Insurance- Status of obtaining policy
      1. Status of current policy, named insured
      2. Sarah H. will make phone calls about Director naming
   4. Bylaws update/follow-up on below (urgency to finish asap)
      1. *Not incorporated as a Coop, so we can opt not to be. Let’s research and we can decide.*
      2. *Need to set quorum, elections, etc as most critical.*
      3. *Voting and duties of officers meeting (Mimi and Sarah H. can join Irem and myself)*
         1. *Voting—want to invite broader voting than who comes to the meeting*
      4. *Tarah will follow up with Mimi, Sarah H., and Irem*
2. Handbook Policies
3. Review new policies such as parent conduct, send home and return procedures, etc.
   1. Sarah’s cleaning up the prose
4. Updates
   1. [New space](https://docs.google.com/document/d/1pgm5L1SiIq0ppktDRmlcZFFlY_PlA-OfmbokJkgXkNk/edit?usp=sharing)
   2. Website maintenance
   3. Fundraising
      1. Need bank account info to attach PayPal
         1. Alicia will provide, <has not been provided as of 8/8/25>
      2. Follow up- application for Allegheny Grant (Community Impact Hub)
         1. Will apply in next round
         2. Will collaborate with MCP for grantwriting for move
      3. Goodwill fundraiser–staff, parents, building, brings things, drops off, day where load in bins, for every bin fill make $50
         1. Consider service saturday–September 6th, October 18th, November 1st
      4. Make advertising list

New Business

1. Handling of incident where child was hurt (Irem)

I. Formal response will be sent out to parent from the BoD

(response time addressed, incident report and injury assessment re-training at next staff meeting, all teachers maintain first aid certification, we will explore additional trainings on neurodiversity for our staff, and will will review our procedures for identifying individual needs of the children and dissemination and continuity of information)

1. Elopement and procedures for calling police when child leaving property

Adjourned 6:49pm