

Mount Cross CDC Board Meeting: Tuesday, January 10, 2023

**Attendees:**

Lisa Saner-President	Amy Vega- Director
Wendy McClary- Church Council Rep	Joe Zimmerly- Youth and Ministry
Patti Stouch- VP	Laura Ripley- taking minutes this meeting
Kelli Hernandez- Treasurer	Stefanie Stroot (guest)
	Shannon McCue (guest)

**Call to Order:** Meeting called to order at approximately 7:40 PM

**Approval of November Minutes:** Wendy 1<sup>st</sup>; Kelli 2<sup>nd</sup>; unanimous approval

**President's Report:**

- Lisa and Amy will meet with web designer Thursday, Jan 12 with goals of: “cleaning up” website, making sure pictures are current and have permission from parents, listing board of directors, registration, new logos, and looking into getting domain name of “mountcrosscdc” back. Patti will sit in on meeting.
- Lisa and Amy will give brief report at Church meeting Jan 29<sup>th</sup> on Mount Cross enrollment, synopsis of annual report, and emphasis how the church and the CDC work together and **will continue** to work together. Possible slide presentation. Also 8 students are member of the church (23%!)

**Director's Report:**

- Four new students enrolled over break and first week back
- More students staying to 1:30 and 3:30-shows parents want longer hours
- 2 new students that are church members
- Nothing Bundt Cakes raised \$1500!!
- \$2500 check from VCOE Quality Counts
- Singalong in December went well-might have students perform next year
- Possible parent night learning Mixology from parent- Mocktails if at CDC because of liquor licensing needed
- Yoga teacher for mindfulness and positive disciplinary coach
  - \$12 a class or \$60 for an hour (1/2 hour with each age group)
- DK field trip March 24<sup>th</sup> to Santa Barbara Zoo- parents will car pool
- Open registration for Fall on Jan 16th for families and end of month for the rest of public. Summer registration will be later on in the year
- Licensing- still waiting to hear about approval for toddler program

**Youth and Ministry Report**

- Coffee with parents went well

- Kudos to hard working staff
- Programs start this week
- VBS July 31-Aug 4
- Easter Breakfast April 9<sup>th</sup>
- Parents can donate items for Personal Care kits during Lent

### **Church Council Report**

- Report back that CDC is giving \$2000 a month to the Church

### **Treasurer's Report**

- Kelli will work with Kate on items that will be voted on later this week:
  - Add an aid for 5 days a week at \$18/hour- possibly use \$10,000 from reserves
  - Adjust budget for mid year
- Motion to approve hiring a yoga teacher for \$60 dollars a week: Kelli 1<sup>st</sup>, Patti 2<sup>nd</sup>, unanimous approval

### **New Business**

- Intergenerational programs within church, including a softball team. Also, invite parents from CDC to help with manual labor (cleaning and maintain church property)

### **Open Discussion**

- Auction during April/May "Spring Sing"- get donations from various businesses and auction or raffle off for a fundraiser. Stefanie and Amy will meet to discuss ideas.
- T-shirts- Stefanie has whole sale discount- Amy and Stefanie will work on order form to get pre-orders for t-shirts

### **Next Meeting**

- February 7<sup>th</sup> at 7:30

**Closed** at 9:24 PM

## **Mount Cross CDC Board Meeting: Tuesday, February 7, 2023**

### **Attendees:**

Lisa Saner – President	Amy Vega - Director
Wendy McClary – Staff Liaison	Kate LaCalamita - Secretary
Patti Stouch – Vice President	Joe Zimmerly – Youth Minister
Kelli Hernandez - Treasurer	Laura Ripley – Board Member
Pastor Julie – Church Pastor	Stefanie Stroot (guest)

**Call to Order:** Meeting called to order at approximately 7:31 pm

**Approval of January Minutes:** Wendy 1<sup>st</sup>, Kate 2<sup>nd</sup>, approval unanimous

### **President's Report:**

- Annual Meeting summary went well. Positive feedback from members after.
- Website has been updated! We think we can take it over internally at this point. Feedback on changes or clarifications to the website can go through basecamp. Start advertising it!
  - o Need to figure out a vehicle for donations (Vanco, Thivent, ProCare?)
    - Do we continue to go through the church and specify? (Laura/Amy/Julie)
- Church/CDC agreement (Lisa/Joe/Julie)
  - o CDC buys all the paper supplies for the church and CDC (toilet paper/paper towels/etc.)
  - o Involve Rick G, Becky R, and Kelli. This will be brought to Church Council this Saturday.
  - o Copier codes are meant to track utilization – no mention of splitting cost...yet

### **Director's Report:**

- Licensing: Passed yearly review with no issues! (YAY!) but Young 3's room is only big enough for 8 children.
  - o Waiting to hear back about the toddler option approval.
  - o Is the Parish Life Center licensed? No idea. Amy to submit paperwork to license that room
- Enrollment: Full on M/W/F and higher than this time last year on all days!
  - o Wendy to bring up to Council the possibility of extending hours to 5 pm
- Fundraiser: See's Candy for Easter
- Silent Auction/Mixology: May 6th?
- Spring Sing: March 19<sup>th</sup>
- Yoga/ Positive Disciplinary Coach started Monday, January 30<sup>th</sup>
- DK fieldtrip to Santa Barbara Zoo in March
- Registration started for both Summer: 3 enrolled and Fall: 16 MWF/15 T/TH
- Petting Zoo/Ponies for summer
- Lisi (parent) as potential new board member. Kate to invite her as guest to March meeting.

### **Youth & Family Minister Report:**

- Luther Hall will need to be cleared out for Easter Breakfast on April 9<sup>th</sup>
- Joe to give Amy flyers on VBS as soon as he has curriculum set.

### **Pastor's Report:**

- Chapel was focused on water and light and will be shifting to love this month.
- Kate will be attending the leadership retreat this weekend to represent the CDC

### **Church Council Report:**

- Brought up the enrollment and the toddler option program to council which was received well.

### **Treasurer's Report:**

- Budget revision was proposed and approved via basecamp on 1/23/2023

- **Motion** to change budget revision to change payroll: Kelli 1<sup>st</sup>, Laura 2<sup>nd</sup>, approval unanimous
- **Motion** to accept the resignation of Kelli as Treasurer effective 2/7/2023 and appoint Kate as the interim Treasurer and Laura as the interim Secretary: Patti 1<sup>st</sup>, Julie 2<sup>nd</sup>, approval unanimous

**Open Discussion:**

- Silent Auction items secured: Santa Barbara Zoo, Manhattan restaurant, etc.
  - o Potentials: Moxie Museum, LA Dodgers, Susie Cakes, etc.
  - o Amy to email the parents to ask for donations

**Next meetings:**

Tuesday, March 14<sup>th</sup> (Pi Day!)

Tuesday, April 11<sup>th</sup>

**Closed @ 9:30 pm**

# CDC Board Meeting

February 7, 2023

## Enrollment: 22/23 School Year: February

### 2 days

#### Young 3's:

4 - 8:30 to 11:30

1- 8:30 to 1:30

3-8:30 to 3:30

**Total:** 8/8

Enrollment '22 (11)

#### Older 3's:

4- 8:30 to 1:30

5- 8:30 to 11:30

5-8:30 to 3:30

**Total:** 14/16

Enrollment '22 (12)

#### 4's:

2- 8:30 to 1:30

8 - 8:30 to 11:30

1-8:30 to 3:30

**Total:** 11/16

Enrollment '22 (9)

### 3 Days

#### Young 3's:

7- 8:30 to 11:30

0- 8:30 to 1:30

9- 8:30 to 3:30

**Total:** 9/8

Enrollment '22 (10)

#### Older 3's:

3- 8:30 to 1:30

10- 8:30 to 11:30

5- 8:30 to 3:30

**Total:** 18/16

Enrollment '22 (14)

#### 4's:

4- 8:30 to 1:30

11- 8:30 to 11:30

1- 8:30 to 3:30

**Total:** 16/16

Enrollment '22 (14)

## **Developmental Kindergarten (DK):**

2-(2 days)-8:30 to 11:30

1- (3 days)-8:30 to 11:30

5- (3 days)- 8:30 to 1:30

0-(3 days)-8:30 to 3:30

1-(5 days)-8:30 to 11:30

2- (5 days)- 8:30 to 1:30

7- (5 days)-8:30 to 3:30

**Total:** 18/16

Enrollment '21 (12)

### **Total Enrollment:**

Tuesday/ Thursday: 45/57

Monday/Wednesday/ Friday: 59/57

### **Last Year Enrollment '21:**

Tuesday/Thursday: 42/57

Monday/Wednesday/Friday: 48/5

### **New Business:**

- Fundraiser: See's Candy for Easter
- Silent Auction/Mixology: May 6<sup>th</sup>?
- Spring Sing: March 19th
- Yoga/ Positive Disciplinary Coach started Monday, January 30th
- DK fieldtrip to Santa Barbara Zoo in March
- Registration started for both Summer: 3 enrolled and Fall: 16 MWF/15 T/TH
- Petting Zoo/Ponies for summer
- Licensing for Toddler Option Program

### **Old Business:**

- Business Agreement: Lisa and Joe

**Mount Cross Child Development Center**  
**Budget Revision September 2022 - August 2023 - FY23 P&L**  
**2/7/2023**

	REVISED Budget	Current Budget
<b>Income</b>		
<u>Donations</u>		
California Dept. of Social Services	5,024.55	
Cathy Channels Scholarship Fund	50.00	
Church Donations	8,911.00	
Donations Other	402.00	
Kroger	149.45	
VC Office of Education	2,500.00	
<b>Total Donations</b>	<b>17,037.00</b>	
Fundraisers	4,653.00	
Interest received	75.00	
Other Primary Income		
Emergency Kits	210.00	
Pumpkin Patch	20.00	
Total Other Primary Income	<b>\$ 230.00</b>	
Registration Fees	8,000.00	8,000.00
Tuition- Fall/Spring	356,700.00	356,700.00
Tuition- Summer School	28,000.00	28,000.00
Total Income	<b>\$ 414,695.00</b>	<b>\$ 392,700.00</b>
<u>Cost of Goods Sold</u>		
Fundraising Costs	-3,000.00	
<b>Gross Profit</b>	<b>\$ 411,695.00</b>	<b>\$ 392,700.00</b>
<b>Expenses</b>		
Advertising & marketing	1,500.00	2,500.00
Building Repairs & Maint	3,000.00	1,000.00
<u>Contract &amp; Professional Fees</u>		
Accounting fees	7,200.00	7,200.00
Legal fees	300.00	1,000.00
<b>Total Contract &amp; Professional Fees</b>	<b>7,500.00</b>	<b>\$ 8,200.00</b>
Dues & Subscriptions	1,000.00	1,910.00
Education	1,000.00	1,000.00
Facilities Use	25,000.00	22,050.00
Incentives	1,000.00	1,000.00
<u>Insurance</u>		
Accidental Medical	300.00	300.00
Commercial Liability	2,076.00	2,826.00
Cyber Insurance	696.00	
Employment Practices	501.00	501.00
Umbrella Liability	750.00	
Workers Compensation	4,877.00	4,877.00
<b>Total Insurance</b>	<b>\$ 9,200.00</b>	<b>\$ 8,504.00</b>
Licenses and Fees	500.00	500.00
Merchant Fees	10,389.92	
Outdoor Classroom	29,374.23	
<u>Payroll Expenses</u>		
Employer Payroll Tax	28,922.93	33,676.80
Payroll Processing Fees	2,810.00	1,250.00
Salaries & Wages	272,336.26	274,840.00
<b>Total Payroll Expenses</b>	<b>\$ 304,069.19</b>	<b>\$ 309,766.80</b>
PROCARE	1,000.00	1,000.00
Program Expense	2,161.66	20,200.00
<u>Supplies</u>		
CDC Center Supplies	6,500.00	5,369.20
Consumables	1,100.00	3,600.00
Food & Snacks	5,000.00	2,800.00
Office Supplies	1,000.00	2,500.00
Printing & Reproduction	500.00	500.00
<b>Total Supplies</b>	<b>\$ 14,100.00</b>	<b>\$ 14,769.20</b>
Telephone	600.00	0.00
Website Maintenance	300.00	300.00
<b>Total Expenses</b>	<b>\$ 411,695.00</b>	<b>\$ 392,700.00</b>
Net Operating Income	<b>\$ 0.00</b>	<b>\$ 0.00</b>

# Mount Cross Child Development Center

## Balance Sheet

As of January 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Pac West Checking 8922	75,871.05
Pac West MM 8930	20,552.45
<b>Total Bank Accounts</b>	<b>\$96,423.50</b>
<b>Total Current Assets</b>	<b>\$96,423.50</b>
<b>TOTAL ASSETS</b>	<b>\$96,423.50</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening balance equity	68,988.87
Retained Earnings	4,296.82
Net Income	23,137.81
<b>Total Equity</b>	<b>\$96,423.50</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$96,423.50</b>



# Mount Cross Child Development Center

## Profit and Loss

January 2023

	TOTAL
Income	
Donations	
Kroger	44.85
VC Office of Education	2,500.00
<b>Total Donations</b>	<b>2,544.85</b>
Interest received	12.79
Registration Fees	225.00
Tuition- Fall/Spring	38,731.52
<b>Total Income</b>	<b>\$41,514.16</b>
<b>GROSS PROFIT</b>	<b>\$41,514.16</b>
Expenses	
Contract & Professional Fees	
Accounting fees	600.00
<b>Total Contract &amp; Professional Fees</b>	<b>600.00</b>
Dues & Subscriptions	162.69
Facilities Use	2,100.00
Insurance	
Commercial Liability	198.06
Employment Practices	46.96
Umbrella Liability	70.83
Workers Compensation	529.37
<b>Total Insurance</b>	<b>845.22</b>
Merchant Fees	838.18
Payroll Expenses	
Employer Payroll Tax	1,884.60
Payroll Processing Fees	195.00
Salaries & Wages	16,902.25
<b>Total Payroll Expenses</b>	<b>18,981.85</b>
PROCARE	79.00
Program Expense	197.90
Supplies	
CDC Center Supplies	485.12
Consumables	405.45
Food & Snacks	944.37
Office Supplies	20.00
Printing & Reproduction	139.83
<b>Total Supplies</b>	<b>1,994.77</b>
Telephone	50.00
<b>Total Expenses</b>	<b>\$25,849.61</b>
<b>NET OPERATING INCOME</b>	<b>\$15,664.55</b>
<b>NET INCOME</b>	<b>\$15,664.55</b>

Mount Cross CDC Board Meeting: Thursday, March 16th

**Attendees:**

Lisa Saner-President	Amy Vega- Director
Joe Zimmerly- Youth Director	Pastor Julie- Church Pastor
Patti Stouch- Vice President	Laura Ripley- Secretary
Kate LaCalamita- Treasurer	Stefanie Stroot- Parent Rep
	Lisi Landford (guest)

**Call to Order:** Meeting called to order at approximately 7:48 PM

**Approval of November Minutes:** Patti 1<sup>st</sup>; Kate 2<sup>nd</sup>; unanimous approval

**President's Report- Lisa:**

- Need to follow process of motions from Roberts Rule of Order. Make sure motion is made and officially in meeting minutes before sending flyer/notice to the public. Motion from the board is needed if the event affects the budget, is a fundraiser outside of school hours, and/or on the church property with the date not yet approved by church council.
- No motion needed to pay for website- already in budget

**Director's Report- Amy:**

- Enrollment doing well for this school year
- Have a toddler enrolled in new program!
- Enrolling for next year has a slow start
- Parents are still figuring out summer plans, which could be reason for low summer school enrollment for now
- Toddler program is approved until 11:30am and Amy is going to send paperwork to get the toddler program approved for afternoon hours. The program starts in the fall with a max of 8 students in the classroom. Applications are being accepted now. The website will be updated with information on the toddler program.
- Trying to get licensed for Parish Life Center
- Possible Foam party week 3 of summer school- \$400 for an hour- need talk to property committee
- Letter of intent was sent to the staff and have until April 14<sup>th</sup> to respond
- Positive Parenting class March 23- Mrs. Ramirez will provide childcare during class
- See's Candy Fundraiser is going on now
- Silent Auction will have mocktails and will look into adjusting the price
- Coach Monica's yoga class is successful and will look into having her come 2 days a week so all students can benefit from the class.
- Spring Sing this Sunday
- DK class is going to the SB Zoo next week and parents will carpool

- Lisa, Amy, Joe will find time to work on a business agreement
- Next school year's CDC calendar will be given to Carol and with the possibility of having members of the church council and members of the CDC board approve dates/events. Will look at new dates for the Spring Sing.

#### **Youth Director's Report- Joe:**

- Joe and Pastor Julie will not be at the Spring Sing
- Easter breakfast- will print flyers promoting church events including a church playdate on April 30<sup>th</sup>
- April 1<sup>st</sup> a registration link will be given to preschool families. Max 75 spots for camp

#### **Pastor's Report- Pastor Julie:**

- No chapel this week
- Teaching "hand prayers" to the preschoolers

#### **Church Council Report- Pastor Julie:**

- No alcohol at the Silent Auction was decided by Council Executive committee. The motion to approve mock tails was granted by an email vote to all council members.

#### **Treasurer's Report- Kate:**

- Barbara charged only \$900 for all of the website work
- Property Committee made a \$200 donation in Manny's name to the Cathy Channels Scholarship Fund- Laura was tasked with making thank-you cards for people who make donations to the fund.
- Looking at the current budget, numbers look great with higher tuition income than expected. Ideas were made to possibly gift teachers at the end of the year if trend continues.
- Will look into opening a Venmo account for scholarship donations/fundraisers. Might use the Money Market account for the Venmo account, or open a third account. Kate will talk to Nat from the bank.
- Procure could be used for payment at the silent auction- parents already have it and church members can easily be added to it.

#### **Parent Representative Report-Stefanie:**

- Possibly need a permit for the raffle- Stefanie will look into that more
- Many donations were received and more are coming!! Stefanie will add the dollar value to the donation spread sheet.
- Some items will be raffled and some will be auctioned off.
- Look into raffling off a month of tuition
- Amy will send email to staff regarding all of the items donated so classes can each make a basket with some donated items

- Amy will send out e-mail to parents asking for donations
- Lisa will send an email about scheduling a meeting to discuss the silent auction in more detail and Lisi will join the committee.

### **New Business**

### **Open Discussion:**

Patti- the website has a page published for the toddler program. Barbara is doing a great job and we should try to find a way to keep her on a retainer. Amy will reach out to Barbara to discuss continuing to have her update the website and what having her on retainer would look like in terms of monthly payments.

April 11<sup>th</sup> meeting would be during Spring Break

**Next Meeting** April 17th at 7:30PM

**Closed** at 9:44PM