

Mount Cross CDC Board Meeting: Tuesday, August 10, 2021

Attendees:

Lisa Saner
Kelli Hernandez
Patti Stouch (via Zoom)
Pastor Julie
Amy Vega (New Director)
Wendy McClary
Joe Zimmerly
Rachel Porter

Call to Order: Meeting called to order at 6:09pm

- Devotional
- Introductions of New Board
 - Lisa Saner – President
 - Patti Stouch – Co-Chair (VP per by-laws)
 - Rachel Porter – Secretary
 - Kelli Hernandez – Treasurer
 - Wendy McClary – Church Council & Staff Liason
 - Amy Vega, Pastor Julie & Joe Zimmerly – non-voting attendees
 - Kate LaCalamita & Kimmy Anthony – voting members
- Approval of July Meeting Minutes (Wendy made motion and Rachel seconded)

President's Report (Lisa Saner):

- Cathy's Farewells were a success!
- Amy Vega (New Director) to meet with Head of Church Property the week of August 16th

Director's Report (Amy Vega):

- Property Improvements to be assessed and made (i.e. Director's Office & Mural for playground)
- CPR Staff Training in-house on 08/25
- Organizing Staff Records to ensure appropriate documentation is available
 - Will maintain documents for 5 years (i.e. payroll) and shred rest
 - Look into upcoming shredding events or possibly hire company to shred CDC documents
- COVID-19 vaccines will be strongly encouraged for CDC staff members
 - CDC will follow PVSD guidelines, Licensure requirements, and Ventura County changes
 - Motion made and passed to support CDC staff vaccinations (not required but encouraged with exceptions for medical reasons)
- Possible new interface to replace Smart Tuition that would allow parents to check-in/check-out students, pay tuition, etc. (Pro-Care)

- Need to transfer/input new student information (Patti to help Amy)

Pastor's Report (Pastor Julie):

- Church will hold blessing and thank you event for Cathy on August 15th
- Discussion of Facebook message received by prospective parent who deemed some materials "insensitive" in regard to "Indian" references
 - Sensitivity Training for staff to be considered

Youth Director's Report (Joe Zimmerly):

- VBS was a success and 17 kiddos were from the CDC (past/current students)
- Blessing for new school year will be held on Sunday, September 9th and "Meet Mrs. Vega" Sunday
- Church Picnic will be held 09/12
- Stresses that communication be key between Youth Group and CDC for upcoming events

Financial Review (Kelli Hernandez):

- \$17,066.12 in Operating Account as of 08/11/21
- \$20,528.02 in Money Market Account as of 08/11/21
- 74 registrants for Fall 2021
- Incorporate CDC separately from Church
 - Need to attain separate tax ID
 - Discussed implications of not incorporating and will discuss with Church Council as soon as possible
 - Church will be held legally and financially liable since payrolls are combined and CDC is not operating independently
 - Strictly a business decision for both the CDC and Church; does not change combined mission
 - Motion to move forward with incorporation was passed
- Kelly met with Tanya (former Treasurer) to transition position
 - Issues related to payroll being combined with the Church and how State and Federal quarterly taxes are submitted
 - Another catalyst for getting CDC separate tax ID
 - Looking to automate payroll – no more physical checks

Mount Cross Leadership Retreat Review:

- Patti attended retreat on behalf of the CDC and stated that key point is communication and transparency between Church and CDC going forward

Next Meeting will be held on Tuesday, September 14, 2021 at 6pm

Meeting adjourned at 7:48pm

Mount Cross CDC Board Meeting: Tuesday, September 14, 2021 (UPDATED 10/03/21)

Attendees:

Lisa Saner
Kelli Hernandez
Patti Stouch
Pastor Julie
Amy Vega (Director)
Wendy McClary
Joe Zimmerly
Rachel Porter
Kate LaCalamita

Call to Order: Meeting called to order at 6:09pm

- Devotional
- Approval of August Meeting Minutes (Patti made motion and all in favor)
 - Corrections made to August meeting minutes

Director's Report (Amy Vega):

- Current Enrollment: 77 enrolled students (out of possible 96 spots)
- Property Improvements starting to be made/assessed
 - Improvements to be Made:
 - New Signage with permanent fixture
 - Patti has created options for improved logo to be used
 - Refreshed Logo approved via email on 10/01/21
 - Outside Playground Area to be updated/replaced (i.e. playground equipment, picnic tables, create stage/music area)
 - Improvements Completed
 - School Office Updated
 - Baby gates installed outside kitchen area – looking into more permanent solution for the future (i.e. half door)
 - Smoke Detectors replaced
 - Window installed in the door between the art room and office
- Switch to Procure system from Smart Tuition to be implemented mid-year
 - Obtain 5 tablets (1 for each class + 1 for office) for Procure app features
 - Ease with tuition and billing
 - Improved recordkeeping and electronic check-in/out of students, etc.
- Parent Newsletters to go out monthly beginning in September
- Joined ELEA (Evangelical Lutheran Education Association)
- Continue organizing Staff Records to ensure appropriate documentation is available and credentials are up to date
 - All employee agreements have been signed
 - CPR Training held with all staff except for two teachers in attendance

- Waivers for COVID-19 vaccines & Flip Flop (dress code)
- Timecards are being implemented for staff rather than paying based on sessions
- Hired Assistant Director
 - Funds available in budget due to one teacher not returning
- Revamp CDC website – hire professional company (estimate \$1,000) to update

Financial Review (Kelli Hernandez):

- \$25,089.15 in Operating Account as of 09/14/21
- \$20,528.37 in Money Market Account as of 09/14/21
- Difficulty reconciling July-August financials due to Quickbooks conversion; Kelli is resolving and will have a complete financial packet at the October Board meeting.
- Discussion of Teacher’s Holiday Pay – typically “budget dependent”
 - Goal is to be able to pay for school holidays next school year
 - Look at bonus in the current year as alternative based on budget

Pastor’s Report (Pastor Julie):

- Incredible \$10k donation from anonymous Church donor to update school playground**
- First Chapel with Joe held for the school year and will continue weekly on Tuesdays & Wednesdays
- Continuing outreach from Church to Preschool families
 - Coffee morning for parents at drop-off
 - Baby blankets for expecting mothers at the preschool
 - Begin building inventory to hand out to families with babies
- Blessing for new school year will be held on Sunday, September 19th and “Meet Mrs. Vega” Sunday
 - Opportunity for Church to also meet the CDC Board

Youth Director’s Report (Joe Zimmerly):

- Trunk or Treat to be held Friday, October 29th at 5:00-6:30pm
 - \$25 per car with 20 spots to start sign-up

New Business Discussed:

- CDC Incorporation from Church Progress
 - Kelli, Patti & Lisa met with attorney to discuss separation requirements (cost estimated \$3k)
 - Need to shorten Mission Statement
 - Mission Statement approved via email on 09/22/21
 - *“Mount Cross Child Development Center strives to educate young children in a safe and nurturing environment that will help prepare them to enjoy learning, care for the earth, serve others, and spread God’s love in the community.”*

- Update Handbook (use 'Redeemer' as a guide)
- New governing policies drafted
- Idea to share photos with the Church of CDC Staff and Board

Next Meeting will be held on Tuesday, October 12, 2021 at 6pm

Meeting adjourned at 7:55pm



Mount Cross CDC Board Meeting: Tuesday, October 12, 2021

Attendees::

Kelli Hernandez
Patti Stouch
Pastor Julie
Amy Vega (Director)
Wendy McClary
Joe Zimmerly
Rachel Porter (via Zoom)
Kate LaCalamita

Not in Attendance:

Kimmy Anthony
Lisa Saner

Call to Order: Meeting called to order at 6:15pm

- Opening Prayer from Pastor Julie

President's Report (Patti Stouch, VP filling in for Lisa Saner)

- **Approval of Meeting Minutes**
 - September Meeting Minutes to be approved at November meeting
 - Special 10/5/21 Meeting Minutes need to be updated with proposed changes and to be approved at November meeting

Director's Report:

- Church Pavilion Memo to be Sent to Staff
 - Pavilion is not licensed for use by the CDC and poses health and safety concern for children due to the following:
 - Not enclosed on all sides and children have accessibility to parking lot and street
 - Tables and chairs are not appropriately scaled for children's size
 - Other possible Lunch Bunch and Snack options include having picnics in the playground and eating in the classrooms.
- Website Revamp Proposal
 - Approximate cost to be \$1,000 (\$50/hour for work)
 - Donation from Church of \$800 will be put towards the cost
 - Stand alone website that is separate from the Church
 - Linked to Procure (once system is implemented) which will allow for registration, direct payments, etc.
 - Motion to move forward with website revamp and accept proposal approved unanimously (Kelly made motion and Kate seconded)

Treasurer's Report:

- Revised operating budget to be available for November meeting
 - Additional expenditures for incorporation, start-up costs for beginning of the year and re-categorizing past expenses
 - In the green for the year thus far
 - Long-term Goal: Gain 501(c)3 status and determine how best to deal with donations
 - Thank you notes and provide tax deduction letters

Pastor's Report:

- Pastor Julie held exit interview with Angie Strong (last day October, 8, 2021)

Youth Director's Report:

- Chapel has been held with preschoolers every week (Tuesdays and Wednesdays) from 11:10-11:25am
 - Theme is God's Creatures and focuses on God's amazing creations
 - Pastor Julie and Joe have a weekly rotation
 - No Chapel on 10/19 – 10/20 as both will be away at a conference
- Trunk or Treat to be held Friday, October 29, 2021
 - Update emails to reflect that \$25 per cost is a fundraiser and proceeds will be split between church and school
 - Currently 12 cars signed up
- Advent Wreath Event on November 28th at 4:00-5:30pm (\$10 suggested donation per family)

Additional Business:

- Licensing Issue and obtaining credits for teachers
 - Determine way to financially support teachers (i.e. cover costs for obtaining needed credits)
 - Look at what funds are able to be provided once November Budget is determined
- Wendy created first baby blanket for our CDC expectant families
- Need to obtain business credit card for Amy & CDC, preferably Costco card but having trouble obtaining due to not being incorporated
- Reminder that all communication is to remain confidential
 - Look into Basecamp program to improve communication and access to relevant information amongst Board.
 - Patti to look into setting up
- Kate drafted Scholarship Request Letters/Applications for families in financial need/help with tuition
 - Determine criteria and what financial support will need to be provided
- Future fundraising ideas?
 - Nothing Bundt Cakes dropped off fundraising information

Next Meeting will be held on Tuesday, November 9, 2021 at 6pm

Meeting adjourned at 8:18pm

Mount Cross CDC Board Meeting: Tuesday, November 9, 2021

Attendees:

Lisa Saner
Kelli Hernandez
Patti Stouch
Pastor Julie
Amy Vega (Director)
Wendy McClary
Joe Zimmerly
Rachel Porter (left early at 8:15pm)
Kate LaCalmita

Call to Order: Meeting called to order at approximately 6:00pm

Approval of October Meeting Minutes:

- Approval of October 5th Meeting Minutes (Kate motioned; Kelly seconded unanimously approved)
- Approval of Special October 12th Meeting Minutes (Wendy motioned; Kate seconded unanimously approved)

CDC Special Consultation - Safety Issues Review (Amy Vega & Renee):

- Amy's Advisor from Moorpark College (Renee) reviewed the CDC campus and provided an overview of concerns and actions that need to be taken in order to be in compliance with licensing (see 'Notes on Safety Issues for Mount Cross' below)
- Renee is a Childcare Licensing Consultant that was hired by the CDC
 - Renee was given access to all staff records for review
 - Renee is not associated with the Licensing Board

President's Report (Lisa Saner)

- Resignation of Kimmy Anthony and discussion of new "parent" member, Jennifer Mesick (daughter is in D-K class)
 - Due to incorporation process, new board member will not officially join board until incorporation of CDC is complete
 - New board member will be classified as a "Non-voting, Stand-In" member in the meantime and allowed to attend future meetings (Rachel motioned; Kelli seconded; unanimously approved)
- Basecamp Tutorial (Patti Stouch)
 - Everyone is very happy with new system implemented and will continue to use Basecamp for communication and storage/archives

Treasurer's Report (Kelli Hernandez)

- Review and Sign Incorporation Documents (see 'Minutes of the First Meeting of the Board of Mount Cross Child Development Center' document)

****Special Meeting on November 16, 2021 (7:00pm via Zoom) to Discuss the Following:**

- General Safety and COVID Protocol/Response revisions
- 2022-2023 CDC Program
- Tuition Assistance Policy

Motions Voted/Approved:

1. Approve new board member, Jennifer Mesick (Rachel motioned; Kelli seconded; unanimously approved)
2. Adopt revised FY 21/22 Budget (Rachel motioned; Wendy seconded; unanimously approved)

Next 'Special' Meeting will be held on Tuesday, November 16, 2021 at 7:30 pm via Zoom

Meeting adjourned at approximately 9:30pm

Notes on Safety Issues for Mount Cross (from Renee)

- **ART ROOM:** either children can not go in there OR it needs to be totally cleaned out. There are containers of all sizes way above the children's head and if there were an earthquake all the items would fall on the children. Very cluttered.
- **MUSIC ROOM:** not licensed yet children have used it every day. If you want to use it on a regular basis it needs to be part of the square footage for the center. Chairs and tables would need to be stored safely, and the piano would need to be secured. This would be an easy fix and the preschool could use the room.
- **Fans** in rooms need to be out of the reach of children – a child could easily climb up to where they are and stick their finger in one. (I know this probably might be a mute issue now that it is getting cooler, but in the future this needs to be looked at).
- In classrooms, anything that is above the children's heads and is not locked down needs to be stored somewhere else. Cabinets need to have closures on them that can't open up easily.
- Classrooms need to have monthly **fire drills and quarterly earthquake drills.** All teachers need to be trained and know what to do in an emergency. All children need to do drills in the classrooms so that they understand what to do. Fire safety should also be discussed, and role play for emergencies would be important. Books can also be introduced into the classroom on both of these topics.
- Move heavy books and heavy objects down from high to low shelves.
- Secure and latch filing cabinet and secure cabinets with safety latches (this is important when napping children in the rooms).
- Secure any aquariums, computers, DVD players, etc.
- Make provisions for securing rolling portable items such as pianos and refrigerators.
- **Check escape route in the center** – is the play yard the safest place for the children to go if you have an earthquake or fire? Maybe an area in the parking lot might work better and would be safer for them. You would need to make sure that you have safety cones handy if needed close by.
- **PLAYGROUND:** play equipment on yard needs to be either totally refinished or replaced.
- Areas in the play yard need to be addressed where the children's safety might be a concern.
- Store other emergency supplies as flashlights, blue trash bags, a radio, water and food, children's emergency supplies in Ziploc bags, heavy gloves and tools in a secure metal container OUTSIDE the classrooms in an area that can be accessed in an earthquake.
- By the classroom doors keep a container with blue trash bags, crow bar, heavy gloves and a flashlight.
- All staff must have 12 units of ECE in order to be left alone with the children or to be able to sub in the classroom. They must have the 4 classes that the CCCLD mandates.

MT CROSS CHILD DEVELOPMENT CENTER

Balance Sheet

As of October 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Pacific Western Bank MM	20,526.65
Pacific Western Bank Operating	26,606.65
Total Bank Accounts	\$47,133.30
Total Current Assets	\$47,133.30
TOTAL ASSETS	\$47,133.30
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to	3,169.04
Payroll Liabilities	0.00
CA PIT / SDI	-234.02
Federal Taxes (941/944)	-1,777.91
Total Payroll Liabilities	-2,011.93
Total Other Current Liabilities	\$1,157.11
Total Current Liabilities	\$1,157.11
Total Liabilities	\$1,157.11
Equity	
Opening Bal Equity	121,597.87
Retained Earnings	-88,536.25
Net Revenue	12,914.57
Total Equity	\$45,976.19
TOTAL LIABILITIES AND EQUITY	\$47,133.30

MT CROSS CHILD DEVELOPMENT CENTER

Profit & Loss

October 2021

	TOTAL
Revenue	
Donations	11,520.00
Emergency Kit	90.00
Grants Received	457.00
Registration Fees	150.00
Tuition- Fall/Spring	30,704.10
Total Revenue	\$42,921.10
GROSS PROFIT	\$42,921.10
Expenditures	
Advertisement	116.37
Bank Service Charges	0.10
CPR Certification	95.00
Dues and Subscriptions	387.84
Facility Use	1,450.00
Insurance	
Liability Insurance	249.00
Workers Comp	616.00
Total Insurance	865.00
Licenses & Fees	484.00
Payroll Expenses	
Payroll Processing Fees	74.48
Payroll Tax Expense	142.65
Taxes	1,655.46
Wages	21,697.90
Total Payroll Expenses	23,570.49
Professional Fees	
Accounting	600.00
Legal Fees	2,849.00
Total Professional Fees	3,449.00
Program Expense	455.00
Repairs	
Building Repairs	500.00
Total Repairs	500.00
Supplies	
CDC Center Supplies	2,178.51
Consummable	228.60
Food	159.85
Office	533.78
Total Supplies	3,100.74
Telephone	50.00
Total Expenditures	\$34,523.54
NET OPERATING REVENUE	\$8,397.56
Other Revenue	
Interest Income	0.28
Other Income	366.95
Total Other Revenue	\$367.23
NET OTHER REVENUE	\$367.23
NET REVENUE	\$8,764.79

***SPECIAL MEETING* Mount Cross CDC Board Meeting: Tuesday, November 16, 2021**

Attendees (via Zoom):

Lisa Saner
Kelli Hernandez
Patti Stouch
Pastor Julie
Amy Vega (Director)
Wendy McClary
Joe Zimmerly
Rachel Porter
Kate LaCalmita

Call to Order: Meeting called to order at 7:33pm

CDC Board Discussion (Lisa Saner):

1. Tuition Assistance/Scholarship Program (Kate)

- Reviewed drafted application for program
 - Based on funding availability and on-going application (no deadline)
 - Applications will only be reviewed and approved by CDC Director and Treasurer
- Motion made to approve Tuition Assistance program application and review committee consisting of CDC Director and Treasurer – motion made by Kelly, seconded by Patti, unanimously approved

2. Disaster Preparedness & COVID Response Protocol (Amy)

- No current disaster preparedness manual/policy created; need to create manual
 - Amy will touch base with CLU contacts regarding manual template
 - Rachel to help review; Amy and Rachel to meet in early December to discuss
 - Need to have plans in place for active shooter, earthquake, bodily injuries, fires, etc.
 - Consult with Camarillo Police and Fire Departments
- Amy found map of the school with shut off switches – Patti will update map
- Review at December 2021 meeting (long-term goal to be completed in the next two months)

3. 2022-2023 School Hours Extension & Church Donation Increase (Kelli)

- Discussed extending 2022-2023 school hours from 7:30am-3:30pm with 3 possible options:
 1. Class Instruction: 8:30-11:30am
 2. Lunch Bunch: through 1:30pm

3. Additional afternoon care: through 3:30pm (require nap/rest time)
 - a. Nap mats will need to be purchased; can sleep up to 11 students in the Young 3's classroom
4. Early drop-off available beginning at 7:30am with any of the above options
 - o Motion made by Kelli to increase 2022-2023 school hours beginning at 7:30am through 3:30pm; Wendy seconded; unanimously approved
- Increase facility usage fee paid to Church during 2022-2023 school year; currently pay \$2200
 - o Discussed possible basis for increase – certain amount paid per enrolled child; increase relative to increase in tuition revenue
 - o Motion made by Kelli to increase current facility usage fee by amount of increase in tuition revenue for the 2022-2023 school year; Kate seconded; unanimously approved
- CDC will license the Parish Life Center (PLC) for use but will not use past 1:30pm
 - o PLC will be used “as is” and no additional furniture or changes will be made
 - o Patti made motion to proceed with licensure of Parish Life Center by CDC; Kelly seconded; unanimously approved

4. 2022-2023 Tuition Rates

- Discussion to be continued at December 2021 meeting

Motions Voted/Approved:

1. Approve Tuition Assistance application and review process (Kelly motioned; Patti seconded; unanimously approved)
2. Approve to extend the 2022-2023 school day from 7:30am to 3:30pm (Kelly motioned; Wendy seconded; unanimously approved)
3. Approve increase in facility usage fee (paid to Church) relative to increase in tuition revenue increase for the 2022-2023 school year (Kelly motioned, Kate seconded, unanimously approved)
4. Approve CDC licensing of Parish Life Center and CDC use, as is (Patti motioned; Kelly seconded; unanimously approved)

Next Meeting will be held on Tuesday, December 14, 2021 at 6pm

Meeting adjourned at 9:24pm

Mount Cross CDC Board Meeting: Tuesday, December 14, 2021

Attendees:

Lisa Saner

Kelli Hernandez

Patti Stouch

Pastor Julie

Amy Vega (Director)

Wendy McClary

Joe Zimmerly

Kate LaCalmita

****Absent:** Rachel Porter

Call to Order: Meeting called to order at approximately 6:47pm

Approval of November Meeting Minutes:

- Approval of November 9th Meeting Minutes (Patti motioned; Wendy seconded unanimously approved); Approval pending following changes:
 - Clarification that Renee is a childcare licensing consultant and has had access to all of the CDC staff records; Renee is not associated with the licensing board
 - Renee was hired by the CDC in a consulting capacity
- Approval of Special November 12th Meeting Minutes (Patti motioned; Wendy seconded unanimously approved)

President's Report (Lisa Saner)

- New Board Member, Jennifer Mesick
 - Will be a board member following incorporation but is invited to the February 2022 meeting
 - Her daughter, Penny, will be attending Mount Cross another year, therefore she is willing to be on the Board for two consecutive years as an officer.

Director's Report (Amy Vega)

- Attendance Review and new students signing up in January 2022
- Lockdown Drill scheduled for this week (12/14-12/17)

- Yoga Mama will be starting in January 2022
- Procare Updates
 - Everything has been uploaded and is working; tutorials are been provided to staff
 - Tracking Log-Ins
 - Currently have 5 tablets – one for each classroom and one for the office
 - Need Wi-Fi enhancements in order to reach playground area
 - Need to email Church about Wi-Fi
 - Need to continue using Smart Tuition until CDC has merchant account with Procare
 - Determine if Smart Tuition has been paid?
- CDC Website Update: Amy has been meeting with the Website designer and it will go live soon
 - Publish tuition rates on the website
 - Market early drop-off as FREE
- Disaster Preparedness Booklet is nearly complete and ready for review
- Community Outreach:
 - Movie Night ('Elf') with Church was a success
 - Planning a Parent's Night Out in the future – possibly Valentine's Day
 - Future Parent's Night Out Ideas for Holidays (i.e. Parent's Night Wrapping, Parent's Night Shopping, etc)
- CDC School Projects/Property Updates:
 - No complaints or issues regarding children eating lunch in the classrooms
 - Cleaned out white shed and moved Disaster Kits to the shed along with costumes
 - Working on cleaning out larger shed
 - Took down fans
 - Called pest control regarding gophers
 - Reviewed teacher/staff Time Off requests
- Employee Handbook Review/Updates
 - Special Meeting held and reviewed handbook thoroughly
 - Same Holidays for Part-time and Full-Time employees (prorated based on hours worked though)
 - CA Law requires 24 hours of Sick Leave
 - Previously all employees received the following paid leave for holidays:
 - Thanksgiving week, two weeks for Christmas break, Easter week, plus 9 additional days off

- New Holiday Paid Schedule will be implemented as follows:
 - 10 days of PTO plus 9 specified holidays
- Incentives Needed: Pay for training when school is closed and other ways to work/get additional pay when school is closed – need to brainstorm ideas
- Send draft of Employee Handbook to lawyer ASAP to get an estimate of cost

Treasurer's Report (Kelli Hernandez)

- Financials Review (see attached) – approximately \$1500 net income
- Holiday Bonuses for Staff:
 - No information regarding prior years bonuses given
 - Call it a “gift” rather than bonus to imply even amount across all employees – separate check from normal payroll and include “Merry Christmas” in the memo
 - Voted to approve holiday gift to staff – motion made by Kelli, Wendy seconded; unanimously approved
- Tuition Rates 2022-2023 – discussion postponed until 12/22 in order to hold over Zoom and share information on computers more easily

Youth Director's Report (Joe Zimmerly)

- Christmas Gifts for Parents:
 - Attempting to record a Christmas song to send to the parents
 - May replace with cute Christmas pictures
- Seen an increase in participation in Church events from CDC families

Church Council Report:

- Council approved extended CDC schedule for 2022-2023 and licensing of the Parish Life Center for CDC usage
 - Amy working to get Parish Life Center (PLC) licensed
 - Amy will begin asking current staff about interest in extended hours next year
- Council voted to keep Facility Usage flat fee
- Questions whether Amy should be attending the Church Council meetings on a regular basis while the school and Church continue to build upon their relationship

****Meeting Times for 2022: Switch to Zoom for January and February meetings and begin at 7:30pm****

****Special Meeting on December 22, 2021 (7:30pm via Zoom) to Discuss the Following:**

- 2022-2023 CDC Program and Tuition Rates

Motions Voted/Approved:

1. Approve holiday bonus for staff (Kelli motioned; Wendy seconded; unanimously approved)

Meeting adjourned at approximately 8:50pm

MT CROSS CHILD DEVELOPMENT CENTER

Balance Sheet
As of November 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Pacific Western Bank MM	20,529.05
Pacific Western Bank Operating	29,085.93
Total Bank Accounts	\$49,614.98
Total Current Assets	\$49,614.98
TOTAL ASSETS	\$49,614.98
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to	4,093.62
Payroll Liabilities	-161.25
CA PIT / SDI	-234.02
Federal Taxes (941/944)	-1,900.77
Total Payroll Liabilities	-2,296.04
Total Other Current Liabilities	\$1,797.58
Total Current Liabilities	\$1,797.58
Total Liabilities	\$1,797.58
Equity	
Opening Bal Equity	121,597.87
Retained Earnings	-88,536.25
Net Revenue	14,755.78
Total Equity	\$47,817.40
TOTAL LIABILITIES AND EQUITY	\$49,614.98

MT CROSS CHILD DEVELOPMENT CENTER

Profit & Loss
November 2021

	TOTAL
Revenue	
Emergency Kit	80.00
Lunch Bunch	740.00
Registration Fees	300.00
Tuition- Fall/Spring	30,770.00
Total Revenue	\$31,890.00
Cost of Goods Sold	
Purchase Emergency Kit	195.73
Total Cost of Goods Sold	\$195.73
GROSS PROFIT	\$31,694.27
Expenditures	
Facility Use	1,450.00
Insurance	
Liability Insurance	249.00
Workers Comp	616.00
Total Insurance	865.00
Licenses & Fees	222.00
Outside Services	
Treasurer	600.00
Total Outside Services	600.00
Payroll Expenses	
Taxes	1,505.19
Wages	19,675.70
Total Payroll Expenses	21,180.89
ProCare	810.45
Professional Fees	
Consulting	875.00
Legal Fees	2,042.00
Total Professional Fees	2,917.00
Reimbursements	179.00
Supplies	
CDC Center Supplies	929.27
Consummable	631.78
Food	294.85
Total Supplies	1,855.90
Telephone	50.00
Total Expenditures	\$30,130.24
NET OPERATING REVENUE	\$1,564.03
Other Revenue	
Interest Income	2.66
Total Other Revenue	\$2.66
NET OTHER REVENUE	\$2.66
NET REVENUE	\$1,566.69

MT CROSS CHILD DEVELOPMENT CENTER
Budget vs. Actuals: FY21-22 REVISED 11.09.21 - FY22 P&L
September 1 - December 14, 2021

	Actual	Total Budget	% of Budget Used
Revenue			
Donations	11,555.00	11,555.00	100.00%
Emergency Kit	320.00	240.00	133.33%
Grants Received	457.00	457.00	100.00%
Lunch Bunch	1,113.00		
Registration Fees	600.00	8,750.00	6.86%
Tuition- Fall/Spring	90,279.10	300,000.00	30.09%
Tuition- Summer		11,625.00	0.00%
Uncategorized Income	0.00		
Total Revenue	\$ 104,324.10	\$ 332,627.00	31.36%
Cost of Goods Sold			
Purchase Emergency Kit	195.73		
Total Cost of Goods Sold	\$ 195.73	\$ 0.00	
Gross Profit	\$ 104,128.37	\$ 332,627.00	31.30%
Expenditures			
Advertisement	116.37	500.00	23.27%
BANK Service Charges	0.10	25.00	0.40%
CPR Certification	1,045.00	1,045.00	100.00%
Dues and Subscriptions	457.84	500.00	91.57%
Education		280.00	0.00%
Equipment Replacement		500.00	0.00%
Facility Use	5,800.00	15,950.00	36.36%
Incentives		950.00	0.00%
Insurance			
Liability Insurance	996.00	9,000.00	11.07%
Workers Comp	2,464.00	7,000.00	35.20%
Total Insurance	\$ 3,460.00	\$ 16,000.00	21.63%
Licenses & Fees	706.00	1,500.00	47.07%
Outside Services			
Gardner		1,100.00	0.00%
Total Outside Services	\$ 0.00	\$ 1,100.00	0.00%
Payroll Expenses			
Payroll Processing Fees	302.95	1,245.00	24.33%
Payroll Tax Expense	5,234.58	26,329.34	19.88%
Wages	66,589.87	219,411.20	30.35%
Total Payroll Expenses	\$ 72,127.40	\$ 246,985.54	29.20%
Printing and Reproduction			
ProCare		553.00	0.00%
Professional Fees			
Accounting	2,400.00	7,200.00	33.33%
Consulting	954.99		
Legal Fees	4,891.00	4,000.00	122.28%
Total Professional Fees	\$ 8,245.99	\$ 11,200.00	73.62%
Program Expense	455.00	12,088.46	3.76%
Reimbursements	245.38		
Repairs			
Building Repairs	800.68	1,000.00	80.07%
Total Repairs	\$ 800.68	\$ 1,000.00	80.07%
Small Equipment	202.01	2,500.00	8.08%
Smart Tuition		2,900.00	0.00%
Supplies			
CDC Center Supplies	4,779.83	6,500.00	73.54%
Consummable	944.58	3,600.00	26.24%
Food	743.16	2,600.00	28.58%
Office	1,213.80	2,000.00	60.69%
Total Supplies	\$ 7,681.37	\$ 14,700.00	52.25%
Telephone	200.00	550.00	36.36%
Website Development		1,000.00	0.00%
Website Maintenance		300.00	0.00%
Total Expenditures	\$ 101,543.14	\$ 332,627.00	30.53%
Net Operating Revenue	\$ 2,585.23	\$ 0.00	
Other Revenue			
Interest Income	3.12		
Other Income	366.95		
Total Other Revenue	\$ 370.07	\$ 0.00	
Net Other Revenue	\$ 370.07	\$ 0.00	
Net Revenue	\$ 2,955.30	\$ 0.00	

