

Smoky Hill Child Care Foundation dba: ECLC
Finance Committee
Minutes
Jan 14, 2020 12:00 Noon

Members Present

| | |
|---|---|
| <input checked="" type="checkbox"/> Katie Kempke-Board, Chair | <input type="checkbox"/> Meghan Goding, Interim Director |
| <input type="checkbox"/> Josh Homolka, Member | <input checked="" type="checkbox"/> Jerry Soukup-Member |
| <input checked="" type="checkbox"/> Cory Rathbun-Board | <input type="checkbox"/> Roger Pearson, Consultant |
| <input checked="" type="checkbox"/> Melissa Miller-Board | <input checked="" type="checkbox"/> Stacie Schmidt, guest |

Reports

1. **Katie:** Reviewed the forecast through Dec. 2019 which showed a preliminary cash flow of \$9,121 versus a forecasted cash flow of \$9,603. For FYE 2019 the cash flow performance was reported (prelim) at \$29,782. Several variances are noted on the report from forecast, but nothing of concern. Katie needs to ask Meghan about a few smaller items before finalizing the report.
2. **Meghan:** Meghan emailed an update that 4 staff members would consider health insurance, but wanted to know more about coverages and cost (the staff were approached with a \$50-\$100 per month figure). Two other employees might be interested, but not until 2021.
3. **Melissa:** Property tax exemption already filed does not allow utilities exemption. Melissa believes we do not qualify, but is willing to file the form if we want to try.
4. **Stacie:** Stacie reported that she has not heard anything from the fundraising committee about the attached flyer for more direction on this. Cory believes that this sheet could be used to solicit individual as well as other civic organizations, and that his wife should join the Fundraising committee. Some discussion ensued regarding the donation thresholds to qualify as a group; a dinner for both educating and presenting the campaign as well as recognition of donors was a suggested benefit. The flyer would need to be delivered and discussed in person to be effective. Fundraising committee will need to establish benefits for donations levels. The Finance committee suggests that the Fundraising committee commit to this campaign and purse in 2020.
5. **Melissa:** Melissa presented the marketing budget, which the Finance committee reviewed, to pass along for Board discussion at the January meeting. It was noted at the meeting that the marketing budget funds would report as a reduction to the fundraising/donation line item on the financial statement, thus increasing fundraising expectations.

Discussion

- Tuition Reimbursement Program – Recommendation to the Board. Katie was approached by the Kiwanis secretary, who shared that Kiwanis is considering a donation for scholarship for ECLC staff. She wanted more information about how the funds would be utilized, so the Finance committee drafted the attached Teacher Qualification Improvement and related application form for the board’s review and suggested approval.
- The Finance Committee reviewed their Goals 2020 and Accomplishments 2019, for presentation to the Board at the January Meeting. During this discussion, Stacie suggested ECLC start the process to schedule and receive a free ‘energy audit’ from Western COOP/Sunflower Electric. This would be the first step in the process of a REAP grant or loan anyway, and may offer other suggestions for cost savings not considered.

Back Burner Issues – no discussion

- Analyze additional revenue stream product lines for profitability
- Analyze additional revenue growth opportunities
- Develop a quarterly Dashboard Report for the board (Capital debt/Capital assets, Current Liabilities/Current Assets, Employee Engagement, etc.)
- Explore the development of a scholarship/support capability for specified potential low income families.
- Research impact of minimum rate of pay increasing to \$15.00/hr

Next Meeting- **Feb 11, 2019 12:00 Noon, at ECLC**



Operational Expenses of Ellsworth Childcare & Learning Center far outweigh the income sources of tuition and support services.

\$680/year

is the gap per child that is not covered by regular income sources. Thus, the need for continued fundraising and donations to continue to offer vital community services.

When you support Ellsworth Childcare & Learning Center, you are supporting more than the children we serve. You are supporting:

- Jobs for approximately 24 staff
- The ability for approximately 60 families to work outside the home
- Local purchasing of goods and services for the center's operation



Ellsworth Childcare & Learning Center is held to high literacy, educational, and safety requirements. We provide state mandated educational curriculum and all day care for children in Ellsworth County and the surrounding areas.



Sponsorship Commitment

Mission Statement of Ellsworth Childcare & Learning Center:

To provide a caring, safe, and developmentally appropriate learning environment for the children and families of Ellsworth County and to partner with others of like mindedness within our community.

Sponsorship opportunities will affiliate your company with Ellsworth Childcare & Learning Center and demonstrate your support of our mission.

I'd like to become a Silver Sponsor

Cost?
Benefits?

I'd like to become a Gold Sponsor

Cost?
Benefits?

I'd like to become a Platinum Sponsor

Cost?
Benefits?

Sponsor Name/ Company: _____

Address: _____ City: _____

Phone: _____ Email: _____



Laying a Foundation of Learning

Ellsworth Childcare & Learning Center is a designated 501c3 entity

Please send your tax deductible sponsorship to:

EEllsworth Childcare & Learning Center | 404 Kunkle Dr. | Ellsworth, KS 67439 | (785)472-4088

Thank you for supporting Ellsworth Childcare & Learning Center!



404 Kunkle Dr. • Ellsworth, KS 67439
Ph #785/472-4088 • Fax #785/472-4485
ellsworthcclc@gmail.com

Teacher Qualification Improvement Benefit

A. Objective

The knowledge gained from employee training are very important to ensuring children entrusted in the care of the Ellsworth Childcare and Learning Center (ECLC) are receiving the best early development strategies, knowledge, and love. As an effort to increase ECLC's number of teachers and other staff members' tools to improve their ability to teach children, employees may apply for scholarship funding for expenses incurred through pursuing degrees, areas of expanded knowledge directly relevant to early childhood education, or certifications in early childhood education.

Upon Board approval, ECLC will contribute tuition assistance for its employees directly to an approved program. The amount of each scholarship will be dependent upon the number of applicants, available funds, historical employee or school performance, position within the organization, and other information the Board feels is necessary to ensure spending is in line with the organization's mission and future. This benefit does not apply to required employee trainings.

B. Employee Eligibility

Regular Full-time and Regular Part-time employees are eligible to participate in the Plan.

1. Regular Full-time means a normal work schedule of at least 35 hours per week, or at least 70 hours a bi-weekly basis.
2. Regular Part-time means a non-supervisory employee scheduled to work on a part-time basis (minimum of 20 hours but less than 35 hours per week) and not on temporary or call when needed basis.
3. Employee must have worked for ECLC for at least 6 uninterrupted months to apply.

C. Tuition Assistance

Tuition assistance cover related course costs in the pursuit of a degree or certification at an approved facility or institution. Room, board, and materials required for course completion (such as books and fees) will be the responsibility of the student. A statement showing tuition costs and scholarship funding must be provided to ECLC.

D. Program Criteria

To be approved under the Plan, a program must meet the following criteria:

1. The degree, certification, or course is consistent with the employee’s ability, potential and scholastic background or a reasonable chance exists for the employee to use the acquired knowledge.
2. The degree, certification, or course is reasonably applicable to the work the employee is doing or for which the employee might be reasonably expected to be qualified to do.
3. The degree, certification, or course is in a field of interest to the Organization and a reasonable chance exists for the Organization to derive some benefit from it.
4. The course is passed with a grade of ‘C-’ or better. If the course does not score with an ‘ABCD’ scale, a similar concept will be applied to the existing scoring of the course.

E. Tuition Maximum

An employee may be granted a scholarship up to a maximum of \$150 per credit hour for an approved program. The Board will award scholarships on a prudent basis. While respect exists for the applicant’s choice to choose where to take courses, the Board will factor in cost of education when reviewing recipients.

F. Repayment Requirements

1. ECLC Tuition Assistance Repayment Agreement is a provision that requires an employee to repay amounts received for tuition assistance in the event the employee voluntarily separates from employment with the Organization.

By signing the Repayment Agreement, an employee agrees to repay tuition assistance benefits received under this plan based on the following schedule, should the employee voluntarily terminate employment with the organization:

| Time Elapsed The amount of time between the date(s) of the Tuition Assistance and the employee’s termination date | Percent of Repayment Applicable to the amount of Tuition Assistance received during the 24 months prior to the employee’s termination date |
|--|---|
| 6 months or less | 100 percent |
| More than 6 months, but less than 12 months | 75 percent |
| More than 12 months, but less than 18 months | 50 percent |
| More than 18 months, but less than 24 months | 25 percent |

Under this provision, the Organization may withhold from an employee’s final paycheck (base salary, bonuses, vacation pay) to the extent permitted by law, monies up to the amount due to the Organization for any tuition assistance aid within the above time frames. If, after these measures have been exhausted, a balance is still due to ECLC, the organization may pursue collection efforts to recover remaining funds and cost of collection if not paid in full upon termination.

2. Repayment is also required in the event the employee does not complete a course with a grade of 'C-' or better. Repayment will occur in the form of payroll deduction up to, but not to exceed 25% of bi-weekly salary.
3. If no statement showing tuition costs and applicable scholarship or Pell Grant funding is furnished to ECLC within two weeks of course completion, it will be assumed that the employee's course was covered by scholarship or grant, and repayment will be required.

G. Time off work

1. Course Schedules should not conflict with the employee's work schedule. However, special situations which might require time off the job may be considered. Such situations might involve the scheduling of an examination by the school or graduation exercises at a time when the employee is usually at work.
2. Suitable notice is required to ensure coverage for the employee's regularly scheduled duties can be obtained.

H. Approval

1. The following steps should be taken to obtain approval prior to beginning a course or program:
 - a. Submit a Scholarship Application, along with the documentation required on form to the Director/Board of Directors for approval.
 - b. Once the Board of Directors approves the application, forward all documentation, along with the Repayment Agreement, to the Director or Board of Directors.
2. If courses have not commenced within one year of the date on the form was approved, an updated application must be submitted.

I. Course Completion

- a. Upon the completion of each course, the employee is required to submit unofficial transcript reflecting final grade of course within 14 days of course completion date.
- b. If the employee does not provide proof of final grade within one month of course completion, the employee will be deemed to have not passed the course with a 'C-' grade or better, and payroll deductions will begin.



404 Kunkle Dr. • Ellsworth, KS 67439
Ph #785/472-4088 • Fax #785/472-4485
ellsworthclc@gmail.com

Instructions

1. Return a typed or neatly printed application to Director by the deadline due date. This application is the first impression you will make upon those who award scholarships.
2. If approved, you will need to submit a copy of the completed course grades to the Director within 14 calendar days of course completion.

Eligibility Requirements

- Employee must have worked at ECLC for 6 uninterrupted months prior to the start of the semester.
- The course(s) must be related to job enhancement or pursuit of degree or certification in the early childhood development area of study.
- Employee must successfully complete the course with at least a 'C-' grade.
- For more information, see the Teacher Qualification Improvement Benefit document.

Full name of applicant _____ Nickname _____

Date of Hire _____ Current Position _____

Name and Basic Description of the Course

Name of School or Issuer _____

Course Begin Date _____ Anticipated Completion Date _____

Number of Course Hours _____ Cost per Hour _____ Total Course Cost _____

Are any tuition costs already covered by scholarships or Pell Grant funding or any other program that does not require repayment (circle one)? Yes No If Yes, explain and quantify below.

What benefit do you feel that this course would bring to you and ECLC? Why do you want to take this course?

Are you working towards a degree/certification? Yes No If Yes, please identify_____

I understand this is an application for course tuition assistance, which must be approved by the Board of Directors prior to issuance. I also understand that the tuition assistance will be paid directly to the school or administrator of the course. I further have familiarized myself with the Teacher Qualification Improvement Benefit document, understanding that if I do not meet all of the eligibility requirements, that payroll deductions will occur to repay ECLC for their contribution.

Signature of Applicant_____

Date_____

Your application is not complete without the Repayment Agreement form.

Goals & Accomplishments for January meetings

Finance Committee Goals 2020

1. Evaluate additional cost saving measures, including:
 - a. Subscribe & Save opportunities at Amazon for non-locally offered items
 - b. Utility cost reduction through efficiency (lighting, HVAC efficiency)
2. Evaluate additional revenue-generating measures, such as:
 - a. Partnering with Headstart/USD?
 - b. Building a pipeline for preschool classrooms
 - c. Increasing school age enrollment –virtual reality learning device through grant?
 - d. Selling children’s artwork (Christmas cards, etc?)
3. Work with accountants to provide assurance that procedures regarding cash handling and purchasing are adhered to, and ask for their opinion on the procedures themselves.
4. Establish a credit card or debit card for the director of the center that limits the risk to the center’s operating cash account balance.
5. Work through the Early Childhood Block Grant renewal process –determine if CAPS will still perform grant services or if we move in house.
6. Maximize (to the comfort of the organization) education dollars available to employees
7. Work with the Workforce committee to right-size pay for employees, while meeting financial continuity objectives.

Finance Committee Accomplishments 2020:

- 1.

Finance Annual Calendar for February meetings

QUALITY, INTEGRITY, COLLABORATION