SMRPD REGULAR MEETING
Tuesday, April 26, 2016 AT 6:30 PM
Silverado Canyon Community Center
Silverado Canyon Rd, Silverado, CA 92676

Board of Directors
Kevin Topp: President
Deborah Johnson: Vice President
Chay Peterson: Director
Phil McWilliams: Treasurer
John Olson: Secretary

Staff
Laurie Briggs: SCC Administrator
Cressa Cruzan: Administrator
Steve Reighart: Caretaker
Meghan Warner: Bookkeeper

MINUTES

(A: Action Item) This document is available in PDF format at http://www.smrpd.org

CALL TO ORDER
The meeting was called to order at 6:32 p.m. by Director Topp, the SMRPD President.

ROLL CALL
Directors Kevin Topp, Chay Peterson and Phil McWilliams were present. Caretaker Steve Reighart and SCC Director Laurie Briggs were also present.

PUBLIC ATTENDANCE
Zach Dupre.

CONSENT CALENDAR
1ST ACTION: Director Topp made a motion to approve and file the Minutes of the Regular Meeting on March 22 and of the Special Meeting of April 12, 2016. Director Olson seconded. Directors unanimously approved the Minutes.

TREASURER'S REPORT
Director McWilliams reported on the SMRPD's March income and expenses, as well as the income and expenses of the Silverado Children's Center, which are filed with these minutes.

2ND ACTION: Director McWilliams made a motion to approve the Treasurer's February report and financials. Director Johnson seconded. All Directors voted Aye.
OTHER DISTRICT BUSINESS

Regarding the possible storage of ICL files at the Modjeska center, the Board agree to table this item as there was no representation present from ICL for questions raised such as the amount of space required, the time period of expected storage, etc. Director Johnson agreed to contact Steve Duff for further information before the Board acts on this matter.

The Board also discussed certain changes Director Johnson made to format and text of the Facility Policy Agreement, which were not substantive in nature.

SILVERADO CHILDREN'S CENTER OVERSIGHT COMMITTEE:

Director Topp appointed Director Johnson as the new Chairman of the Children's Center Oversight Committee. Laurie Briggs presented the Children's Center monthly report. Briggs also discussed possible plans for a summer camp program that would not need to meet licensing requirements.

3RD ACTION: Director Johnson made a motion to approve including in the Summer Recreation Program swimming lessons provided that Capri covers the activity and that proper licensing standards and certification of instructor are met. Director Olson seconded. All Directors voted Aye.

FACILITIES COMMITTEE

Director McWilliams reported on facilities and repairs, including discussions he is having with the caretaker for pavement repairs at the Silverado Community Center.

ADJOURNMENT

The meeting adjourned at 7:47 PM. The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Rd at 6:30 PM on Tuesday, May 24, 2016.
The Financial Statements for March 2016 were distributed to the board members on Friday, April 22, 2016. March is the ninth month in the SMRPD fiscal year. The following are highlights of the financial reports.

**SMRPD Profit & Loss Statement**

Total revenue for the month is $2.1k, which includes $0.4 for recreation/rentals, $1.6 in taxes and interest and $0.1 in donations/fundraising. The year to date income of $76.5k breaks down as follows:

- $69.9k tax revenue
- $5.3k facility rentals and program fees
- $1.3k other revenue

There are no significant expenditures in March reflecting the lowest expense month of the current fiscal year at $2.4k. Year to date expenses are $72.4k resulting in year-to-date net income of $4.1k.

**SMRPD Balance Sheet**

Our cash position of $277.1k is $1.1k lower than last month reflecting March’s net loss results of $0.3k offset by a $1.4 tax deposit for a new home construction project. The deposit will be recognized as revenue on completion of construction.

**SCC Profit & Loss Statement**

Current month tuition is $12.7k. Revenue trends are holding steady for now and will continue to be closely monitored.

The year to date income of $98.8k breaks down as follows:

- $85.9k Tuition and Other Program fees (87%)
- $12.9k Donations and Fundraisers (13%)

March’s expenses include an insurance deductible payment of $5.0k representing final settlement of a long-standing legal issue. SCC tuition does not cover expenses in March, even without the insurance payment. The financial health of the Children’s center remains tenuous.

Expenses for the month total $18.2k resulting in net loss of $5.5k. Year-to-date expenses are $101.9k and final results are net loss of $3.1k.

**SCC Balance Sheet**

SCC’s operating cash is $3.2k, dangerously low when considering monthly expenses are running about $12.0k. Our total cash position is $3.5k. The cash balance will continue to be closely monitored.
<table>
<thead>
<tr>
<th>April 2016</th>
<th>Total licensed Capacity- 62</th>
<th>Previous Month March</th>
<th>Current Month April</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total number enrolled</strong></td>
<td></td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td><strong>Two’s</strong></td>
<td></td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td><strong>Preschoolers</strong></td>
<td></td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td><strong>No. of Canyon children enrolled (92676 zip)</strong></td>
<td></td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

Total days/hours of child care provided:

- **Full days** - children enrolled: 12 (12)
- **P/T¾ days** - children enrolled: 2 (2)
- **P/T½ days** - children enrolled: 10 (10)

(*FTE denotes Full-time Equivalent calculation based on .20 for full day/.15 for ¾ day/ .10 for ½ day*)

- **Enrollments**: 1 (1)
- **Withdrawals**: 2 (2)
- **TOURS**: 7 (2)

**Total number of direct Teaching staff used: (not including Director)**

- Full-time (30+ hours): 3 (3)
- Part-time (less than 30):
- Temporary/contract:

**STAFF IN SERVICE PROFESSIONAL DEVELOPMENT**

**UPCOMING PROFESSIONAL DEVELOPMENT**

NAEYC (National Association for the Education of Young Children)
National Conference on LA November 2-5

**FACILITY UPKEEP/REPAIRS needed:**

Staff bathroom ceiling leak.

**FUNDRAISING PROPOSED/PLANNED/RESULTS:**

Friday June 24* 7:00pm-11:00pm
OC Polo Club Match at Coto De Caza
We will be providing food and maybe a raffle.
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**MARKETING**

**FACILITY EVENTS:**
- Family Garden Planning Meeting March 16
- Family Garden Work Day Sunday April 3/Saturday April 23
- Spring Open House Saturday May 21

**NOTES:**

**SCHOOL AGE SUMMER RECREATION PROGRAM -**
See attached for program details

**SUMMER CAMP PROGRAM -**
Swim Lessons
- Swim Instructor has been found, program has been created, waiting on scheduling with Dan Dulac.
Program Description:
We believe childhood and camp are about experiencing new things for the first time. Our camp provides a unique adventure where campers discover new things, explore their surroundings and wonder in the curiosity of childhood. Campers also get to spread their wings, gain independence and an understanding and appreciation for nature.
Our program offers weekly field trips, hiking excursions, art & science activities, snack,
PROPOSED FIELD TRIPS:
OC Fair
Atlantis Play Center
LA History Museum/Science Center
Beach
Bowling/Roller Skating
Knott’s Berry Farm (Maybe)
Huntington Library & Gardens
Projected Enrollment: 20
Proposed Rates & Fees:
Registration/Materials Fee $50.00 Per camper (Camp t shirt included)
FULL DAY RATES PER WEEK
5 DAYS PER WEEK - $185.00
3 DAYS PER WEEK - $145.00
HALF DAY RATES PER WEEK 8:00-1:00 (Not available on Field Trip days)
5 DAYS PER WEEK - $90.00
3 DAYS PER WEEK - $75.00
ADDITIONAL FEES MAY APPLY FOR HORSEMANSHIP
• Working with Rancho Santiago Stable