

## Monona Grove Nursery School Board of Directors

July 14, 2014 Meeting Minutes

### In attendance:

Jessica Carlson	Diana Roehr	Jodi Schmitt	Sara Jorgensen	Sue Carr
Stacey Neuman	Krista Massian	Katy Kaufman	Alison Downey	Margo Duffy
Teresa Beutler	Julie Tokheim	Lara Kenny		

**Call to Order:** Alison called the meeting to order at 7pm

Due to the fact that it is the first meeting for the newly elected board members, the meeting started with introductions.

**Approval of May Minutes:** Minutes were approved with no corrections

### Director's Report (Sue)

Enrollment update: Almost all classes are full for the fall. Seahorse class is not full and the Toddler Time classes are not full. This year there are seven Toddler Time classes. The board discussed ways to increase enrollment. The board decided to advertise at the Eastside Farmer's Market in Grandview Commons. Krista will work with the board to organize a table at the market.

Floor and Paint update:

The floors will be finished the second week of August. The church is paying for 75% of the cost and MGNS is covering 25% of the cost. The board voted on how to proceed for the floor via email, prior to this July 14 meeting, as there was a tight timeline for making the decision.

Sue procured two bids for painting. One quote was for \$800 and the other was \$1200. In addition to the bids, the church is sponsoring missionary groups all summer long, and the visitors are looking for projects to complete at the church and school. The board decided to allow the missionary group to paint the walls instead of paying a contractor to do it. As a follow up to the painting and new flooring, the school's furniture will need to be moved sometime after the week of August 15-18. There is a parent work night scheduled on August 25. Sue will ask for parent volunteers to help with moving furniture before parent work night and look into the option of hiring a local school booster club to assist with the furniture, if not enough parents volunteer.

Garden Update: Sue finished writing a grant for the garden space. The total request was \$4000.

Parent Survey Results: Sue shared the general comments about making the board more accessible to all families and suggested improvements for the field trips. She offered to share comments relevant to each board member's job, if the new board members were interested.

Class Update: Teachers are working on new policies about allergies and taking photographs. Both policies will be in the parent handbook this fall.

Request for age exception: The request is for a child who will turn three on October 19<sup>th</sup>. The board members asked for teacher opinion and guidance. Alison made a motion to admit the child, if space allows as of August 15<sup>th</sup>. Margo seconded the motion. The vote was unanimous in favor of the motion.

Parent meeting: The meeting is on August 28<sup>th</sup>. Board members will attend, wear their MGNS t-shirt and introduce themselves. The president asked that the new policies be highlighted and that the allergy policy be added to the snack list handout.

### **President (Alison)**

The teacher work day lunch is August 26<sup>th</sup> (Tuesday) and Alison passed around a sign-up sheet for the board members.

Alison also passed around the sign-up for board members to bring snacks for the monthly teacher meetings. The meeting is at 6pm every night of a Board of Directors meeting. Snacks can be dropped off at school earlier that day.

### **Vice President (Maureen)**

Maureen was absent so there was no report

### **Treasurer (Katy)**

Katy had several reports (and handouts) for the board.

Once MGNS receives the payment of \$32,000 from MMSD, there is a surplus of \$6,547 for the fiscal year ending June 30, 2014.

\$2000 of that is being used to update the website, as it hasn't been updated in ten years.

The board voted on what to do with the rest of the surplus. Alison made a motion to put \$227 in the Sunflower Fund and then split the remaining amount evenly among the staff for an annual bonus. Katy seconded the motion and the vote was unanimous in favor of this motion.

There is no update for the current fiscal year because we are only two weeks into the year. Wagner CPA will prepare the 990s again.

Katy and Sue decided not to renew the CD due to low interest rates so the funds were transferred to the checking account. The board discussed options and voted on what

to do with the \$46,000. Katy moved that board put \$46,000 into a 30 month CD and \$20,000 from checking into a 10 month CD. Diana seconded the motion and the board voted unanimously in favor of this motion.

#### **Fundraising Coordinators (Krista/Sara)**

Nothing to report

#### **Event Coordinator (Teresa)**

Meet, Eat and Greet is October 10<sup>th</sup>. Teresa asked for any ideas for improvement. We will add a donation basket to the check in table so that if people want to donate, they may. Also, if the weather cooperates, we may move the table outside to create more space inside. Lastly, the name tags will have clip art so families are identified by the class their child is in; this may help parents get to know each other more quickly.

#### **Volunteer Coordinator (Jessica)**

Jessica is working on getting Sign Up Genius set up.

#### **Equipment and Inventory Coordinator (Stacey)**

Nothing to report

#### **Purchaser (Julie)**

Julie reviewed the Board of Directors Effectiveness Survey results. The board decided to create a new email address in an effort to make the Board more accessible to parents. The email will be boardpresident@mgns.org

#### **Advertising Coordinator (Margo)**

Maria, our web designer, is working on a new website design. The site will be ready August 1.

Margo reminded everyone to put their yard signs out.

#### **New Business**

Parents will be required to sign off on handbook this year. At the classroom meeting, parents will be required to sign off acknowledging the new allergy policy.

#### **Adjournment**

The meeting adjourned at 9:30pm. The next meeting is Monday August 11<sup>th</sup> at 7pm. Room 104