

Board of Directors

April 9, 2018 Meeting Minutes

In Attendance: Katy Kaufman, Mark Pendl, Betsy LaMore, Zach Barber, Erin Kernkamp, Jamie Wohlgamuth, Sue Carr, Jessica Kennedy, Maggie Jakubczak, Sarah Kopczak, Sherri, Teresa Bentler, Brian Planey

Call to Order: Meeting called at 7:05pm

Approval of March Minutes: Approved with no changes.

DIRECTOR'S REPORT (Sue): updates on 2018/19 enrollment- Penguins; full, Starfish; 15, Dolphins; full, Manatees; 8, Seahorses; 2.

Board book- All policies for the school have been keep in "live binder" and have not always been easy for board members to access/isn't utilized often enough. Decision between printing copies every year or turning the Board Book into a google document. Printing would be many, many pages- decision was made to have Sue make the Board Book a google doc.

Policies in the board book need to be changed to reflect current language and practices. Some are bylaws and came to the board for a vote.

- Article I-C take out line 3
- Article V-B-1 change to 11
- Article VI-A 1-2 fundraisers
- Article VII Board Personnel committee to have to staff members

Maggie made a motion to approve changes, Erin 2nd and motion passed

- IA take out scholarship line
- 3 by December 1 of that school year
- IV B ADDITION AND NEW POLICY-"after four instances of having paid the \$25, and after any case of non payment of fee, a meeting with the school director and the board president will be arranged with family to discuss whether is MGNS is appropriate fit for the family" equals to 6 times late.

Katy made a motion to approve changes, Maggie 2nd and motion passed

V. Scholarships- "MGNS hopes that every child who would benefit from a preschool education can join our school. To that end, each school year the school will create a document outlining the currently available support from outside sources (State of WI, City of Madison, UW Madison, etc.) These are to be explored by the family before a MGNS scholarship application is filled out.

Katy made a motion to approve changes, with the addition of adding "and posted on website", Zach 2nd and motion passed.

In May there will be more new policies to vote to include in board book, based on the accreditation process. Maggie asked if the school currently has a lock down procedure. Sue said, "yes", but it is not posted and the children do not practice. The Madison PD came last year to work with staff to create a procedure. Teachers know what to do in a variety of situations, and the procedure for where to go/move children to varies with every situation. The most important thing for the children to practice is listening to their teachers.

Parade update-Donna is planning-have kids and parents walk, something for kids to hand out. More details to come.

PRESIDENT (Jess): Should we increase enrollment in preschool (penguin and starfish) to 18 in each class, current number is 16. Teachers prefer 16, but say that 18 is doable. Maggie brought up the point that there is a different feel to more kids in the room. Katy asked if it a good idea to do both an increase class size and lower age cut off change in the same year. Sue said the process is complex for determining age, it really effects 1 child in penguin class and 2 in starfish-so not a large number of younger children in each room. Erin mentioned a positive, that if we open more spots in each class and people leave over the summer (which typically happens) we could maintain a fuller class. Brian asked if we ever turn people away, to which Sue answered, yes. Zach asked if it would effect filling other classes, and is there a consensus with staff with what they prefer. Sue let us know the school used to enroll to 18 in preschool until 4k classes started, then changed the other classes to 16. Most teachers would prefer 16. 2 seahorses are on waitlist for morning class. Maggie and Katy brought up the financial benefits with the increase. More tuition, more families for fundraisers, but no real educational benefits. We tabled this discussion to move to next topic.

Decide about seahorse class- we need to discuss earlier than planned with new information about Stephanie leaving the school. Maggie brought up from a marketing standpoint, it's better to be proactive and market the benefits of a mixed age classroom/not showing desperation for enrollment. Erin believed that if it's proactive then we should add to 18 in preschool classes to allow for more students in other classes. Zach thought it all made sense, but wanted a way to lessen the burden for staff. Sue concluded that there is not really much that can be done, and she is torn about it. The conversation continued with mixed discussion on combining the seahorse and manatee classes and adding 2 more spots to preschool classes. Jess said positive marketing could be small class size. Katy was in favor a making a firm decision for afternoon classes-the longer the wait leave more budget items in limbo. Maggie made a motion to combine the seahorse and manatee classes, Katy 2nd, Mark and Teresa abstained and motion passed with 7 votes.

- VICE PRESIDENT: Board for 2018-2019 set- new board members are, Valorie Nyenhuis, Kathryn Mingione, Brian Planey, Elisa Pohlman, Sarah Kopczak, and Julie Lemke. A big thank you to Katy for all the work she has done working with new board members!

TREASURER'S REPORT (Katy): Options for parents to e-pay tuition- Katy paraphrased what we've gone over in past meeting and is passing all her research along to Brian.

Katy has a 1st draft of a new salary scale and will bring it to the board after the next executive committee meeting. Due to decisions coming later than normal the draft budget for next year will come in the July meeting, rather than the May meeting. There was a discrepancy in the 990 form, it could not be filed yet. Katy and Sue are working together to address it and file the 990.

Q3 financial report- The total income is progressing as planned. Total expense is also progressing on track. The last 2 years ended in deficit. Katy wanted to give kudos to staff and fundraising team for helping keeps things on track with such a super tight budget! There will need to be discussion at the May meeting with how to proceed with the CD that is rolling over soon.

Teacher appreciation week- May 7-11. Katy met with parents and sending emails to staff for what is planned and to parents for participation. The plan for that week is a cooking theme with a collaborative art project, aprons for teachers to wear, a breakfast catered from crema(school provided), massages, and a catered lunch(provided by board). Katy is also sending out a questionnaire for teachers to respond about their likes and to give kids and parents ideas for gifts.

FUNDRAISING COORDINATORS (Betsy/Mark): The brat sale had a great turn out with 671 packages sold for a total profit of \$1677! Current plan is to have the orders ready for pick up at Spring Fling, but Besty will likely have them before and be picking them up on the 21st.

The online auction for Spring Fling goes live on Monday-lots of good stuff! Friday morning, 4/27, will be set up for live auction with 1 parent helper and Besty is planning to stay until it's done.

EVENT COORDINATOR (Teresa): Teresa is going to do all the Spring Fling food shopping the day before. The set up will be the same, signs are out, registration is out and envelopes are outside of classrooms. Teresa is following up with Starbucks for a coffee donation. Besty sent a request out to Sassy Cow for a donation last month and will follow up for specifics.

VOLUNTEER COORDINATOR (Erin): Outdoor clean-up was switched to next week due to the return of winter.

EQUIPMENT & INVENTORY (Zach): Will be acquiring compost and topsoil. Sue requested that we get dirt that will make plants grow.

PURCHASING (Donna): not present, nothing to report

ADVERTISING (Maggie): We are in the Herald, 'll badger and half pint with flyers and post cards. The open house(5/5), discover and play day(5/2) and parade(5/28) are the next upcoming advertising "events". Utilizing free advertising with press releases.

Meeting Adjourned: 8:20pm

Next Meeting: May 14, 2018

