

## **Board of Directors April 11, 2016 Meeting Minutes**

**In Attendance:** Maureen Treichel, Jessica Kennedy, Katy Kaufman, Mark Werwie, Stacey Neuman, Jamie Wohlgamuth, Sara Jorgensen, Jesse Pagel, Donna Campanelli, Erin Kernkamp, Kristi Torno-Buske, Sue Carr, Cori VandeKieft, Jodi Schmitt, Stephanie Ehlers, Dawn Van Horn

**Call to Order:** Maureen called the meeting at 7:04pm

**Approval of February Minutes:** Minutes were approved.

**DIRECTOR'S REPORT (Sue):** Seven teachers spent all day Friday, April 8<sup>th</sup> in Whitewater taking classes for continuing education and five returned for a whole day Saturday. The teachers proposed doing this again next year; however, in 2017 the Friday is April 7<sup>th</sup> which is the day before Spring Break begins which is April 10-17. In the May newsletter, they are each going to put a sentence or two in on what they learned. Diana is taking a 3 credit class to renew her license for DPI. Juli has started to undertake the 6 classes to get her preschool credential and is taking it through UW-Platteville. It will take her 2 years to complete. They both applied and received TEACH scholarships so the majority of their expenses are being paid for by the State.

Next year's enrollment update:

Manatees, Dolphins, Penguins and Starfish are all full. We have a wait list of 7 or 8 for 4K and a wait list of 1 or 2 for the morning preschool classes. The Seahorses have 8 of the 12 spots filled and Toddler Time has 20 of the 56 spots. There is another Open House on May 7<sup>th</sup>.

The money raised for Sue's birthday was used to purchase a new sensory table for the playground which Jesse will be putting together.

Garden night is Wednesday, April 20<sup>th</sup> from 5-7pm and 9 people will be there to work on the outdoor classroom, the garden boxes and the playground. Cory Neely is head of the garden project.

Current plan for the 2016-17 school year staffing is Cori will not be returning and all current staff will be handling the same classroom duties they have now, including those teaching Toddler Time.

Tim's retirement is July 30<sup>th</sup> so we will need to do something for him. Ellen, who works in the church office, has her last day being April 22<sup>nd</sup>. Tim is being replaced by a half-time person and volunteers and the church will try to replace Ellen with all volunteers.

Sue attended a 4K Director's meeting and the issue was the collection of the \$40 fee for 4K. Madison wants the centers to collect the money and send it to them instead of Madison having to collect. The decision was made to give everyone the fee waiver forms and send the \$40 to Madison and we would collect all the fees upfront at one time.

We will have one Parent Meeting in the fall. It will be on Thursday, Sept 1<sup>st</sup>. We will start at 5:30pm with a 45min parent meeting for Penguins, Starfish and Dolphins. The classrooms will be open to all parents from all classes from 6:15 to 6:45pm. From 6:45 to 7:30pm we will have the all school meeting in Fellowship Hall. From 7:30 to 8:15pm would be the Manatee and Seahorses meeting in their classrooms. We will need assistance with set up and takedown to be done for the meeting as well as for all events since we no longer will have Tim and the part-timer will not be doing set up for our events.

MGNS will be having Grandparents' Week which will be May 23-27<sup>th</sup>. There will be sign up and a limited number in the class each day. Stephanie is taking the lead on it and we may look to make it an annual or semi-annual event. Sherri is heading up MGNS Spirit Week which will be May 9-13<sup>th</sup>. Looking at having MGNS t-shirt day, crazy hair day, backward day, etc.

**PRESIDENT (Maureen):** Discussion regarding the school surveys. Jamie recommended adding questions to the parent survey about wanting more small fundraisers versus one large fundraiser as well as interest in an adult only fundraiser. We will be renting the conference room across from the office next year. It will be used for therapy and additional storage. The cost is approx. \$1100/yr. We also discussed the school calendar. Mark made a motion to pass the calendar with Katy seconding the motion and approved by unanimous vote by the Board.

**VICE PRESIDENT (Jessica):** Still looking for a replacement for Sara as a Fundraising Coordinator.

**TREASURER'S REPORT (Katy):** Q3 financials were provided. We are in a strong cash position with no cash flow problems. We locked ourselves in to the new 16 month CD at a much better rate. We are waiting for one more payment from MMSD of approx. \$38k. We will meet our overall budget for general enrollment and we will also exceed our fundraising goal. We will meet our total income budget by the end of the year. No surprises as it pertains to expenses.

**FUNDRAISING COORDINATORS (Jamie & Sara):** Spring Fling this year we made \$4,757 which is about \$500 more than 2015. When we do checkout for the Spring Fling we need to make sure we mark who paid versus who didn't pay yet. Suggestion was made to add a column to the sheet to indicate that person paid. The table linens were donated to the school.

**EVENT COORDINATOR (Stacey):** Some feedback for the Spring Fling was to start cooking the food sooner by having a few more volunteers at the start and having them start cooking right away. Stephanie and Marcia were a huge help. Good amount of food except we had too much butter. People came and paid that morning. There were also people who came that did not want to eat and therefore did not want to pay. The recommendation was made to change the wording to charging for admission because we have food, entertainment, and a bid number.

**VOLUNTEER COORDINATOR (Erin):** Nothing to report.

**EQUIPMENT & INVENTORY (Jesse):** Jesse will put together the new outdoor sensory table.

**PURCHASING (Donna):** When asking for items, the quantity of the items is important. Talked about doing supply list different next year by having supplies brought in by the students in the fall and in the spring to cut down on the number of times paper towel needs to be purchased.

**ADVERTISING (Kristi):** Emailed Maria to change the date of the Open House.

**New Business:** None

**Closed Session:** The staff was dismissed so the Board could discuss staff salary and benefits for the 2016-17 school year. These minutes will be provided to members of the Executive Committee.

**Meeting Adjourned:** 8:35pm

**Next Meeting:** May 9th