

MGNS Board of Directors

May 14, 2018 Meeting Minutes

In Attendance: Jessica Kennedy, Katy Kaufman, Jamie Wohlgamuth, Maureen Treichel, Donna Campanelli, Sue Carr, Sarah Kopczyk, Teresa Bentler, Zach Barber, Betsy LaMore, Erin Kernkamp, Brian Planey, Kelly Griseta, Valorie Nyenhuis, Elisa Pohlman, Kathryn Mingione

Call to Order: Meeting called at 7:05pm.

Approval of April Minutes: Approved with no changes. Introduction of new board members.

DIRECTOR'S REPORT (Sue): Current numbers for 18-19

- a. Penguins full at 16
- b. Starfish 2 spots at 14
- c. Dolphins full at 17
- d. Manatees- 4-6 spots available at 11-13 depending on the day.
- e. Toddler Time
 - i. Monday is at 7
 - ii. Tuesday is at 5
 - iii. Wednesday is Full at 8

iv. Thursday is full at 9

v. Friday is at 7

Imagine a Child's Capacity did two more trainings one in April on Social Interactions (friendship issues) and the other was today May 14 on Mindfulness (how to calm bodies down)

Hope to be sending out reenrollment packages before the end of school.

We voted on LB rates for next year. Katy made a motion to leave the rates as they are - \$5.50 if you sign up for the semester, \$6 a day for drop in. Maureen 2nd the motion. All were in favor and rates were approved.

Cheryl Tolley, our awesome accreditation specialist at the city of Madison is moving. Boo.

Parent Survey Part 2 will be going out by the end of the year. If there is anything anyone wants to add or suggest for a question please let Sue know. The surveys will go out after the field

trips next week. Kathryn would like to review fundraising questions from last year - Sue will send them to her.

Parade updates/60th anniversary party updates: (Maggie, Donna and Sarah): Parade t-shirt orders went out today. Donna is working on the buttons. Sarah is doing a quarter sheet handout on purple paper to pass out at the parade. Families will bring their own candy. Sherri, Steph and Patrice will be there along with the committee. 750 postcards were mailed out to notify alum/former staff of the party on Sept 23. Party budget will be decided in July.

New policies for next year (as a result of the city accreditation process):

1. Suggestion: Add a section to the Parent Handbook that explains the cycle of observation, goal setting, documenting and reporting a child's growth over a year.

PROPOSED: "Each year, the teaching team in each classroom undergoes a process of evaluating a child's strengths, areas to grow, and growth over the course of the school year. This process begins with observations on the first day of school. In late fall, teaching teams schedule goal setting conferences with parents to review the overall goals and standards for the class, as well as specific things that the parents and teachers may be working on over the year. For a 4K child, progress towards those goals will be illustrated in the January report card. For everyone, the spring portfolio conference serves as a time for the teacher to share documented, authentic observations about a child's interests, growth and development over the course of the year."

Maureen made a motion to approve the new policy - Katy 2nd the motion - approved with no one opposed.

2. Suggestion: Add timelines to parent conflict resolution policy.

Current language: *All members of Monona Grove Nursery School parent cooperative are encouraged to communicate openly any problems or concerns about the operation of our school. Please feel free to discuss any problems with:*

- 1. Your child's teacher*
- 2. The School Director*
- 3. The President of the Board of Directors*

If your concerns are not resolved, you may request that the President bring the matter before the monthly meeting of the Board of Directors for resolution.

If concerns still are not addressed to your satisfaction, you may contact:

**Colleen Peterson, Licensing Specialist, at the State of Wisconsin Department of Health and Family Services (442-6734).*

**Our current accreditation specialist at the City of Madison at (266-6520).*

New PROPOSED language: *All members of Monona Grove Nursery School parent cooperative are encouraged to communicate openly any problems or concerns about the operation of our school. Please feel free to discuss any problems with:*

- 1. Your child's teacher (via phone, scheduled meeting or email). If problem is not resolved within one week, please contact:*

- 2. The School Director (via phone, scheduled meeting or email) If problem is not resolved within one week, please contact:*

- 3. The President of the Board of Directors (via phone, scheduled meeting or email).*

If your concerns are not resolved, you may request that the President bring the matter before the monthly meeting of the Board of Directors for resolution.

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3. Revise technology policy for staff and volunteers.

PROPOSED: MGNS recognizes the benefits and challenges of the use of technology- (computers, phones, tablets) in the classroom. The following guidelines seek to ensure appropriate use of these tools to best protect the integrity of our school and our families.

1. Photographic images are a standard and routine occurrence in our school, especially when those photos are used for authentic assessment purposes.
2. Photos may also be used on the MGNS social media accounts as samples of our activities. All parents have the option to opt out of using their child's image for these and other marketing purposes.
3. Any parent volunteer at MGNS may not take pictures of any child except their own, and may not post any pictures of MGNS on social media except of their own child.
4. Staff may use their own devices during class **ONLY** to take photos for the purposes of authentic assessment of the students. Any communication with parents, other staff members, or personal use of the cell phone should be limited to the two hours of planning time before and after school.
5. No photos may be taken of any child until they are fully enrolled at the school.

6. Any violation of these policies can be grounds for disciplinary action or dismissal.

Maureen made a motion to approve this policy, Donna 2nd the motion, with no one opposed.

Motion approved.

Zach made a motion to approve the policy, Kathryn 2nd the motion - approved with no one opposed.

4. Add information about lockdown procedure in parent handbook and policy book.

PROPOSED: “In the case of the need for a “lockdown” teachers are equipped with walkie-talkies to communicate with each other. We use the term “code red” for a lockdown. Our doors are equipped with “School Safe” devices on the top of our doors. This is a simple tab that keeps our locked doors open during the day, but can be easily pushed down to lock the doors quickly and easily. The MGNS staff has undergone ongoing training with the Madison Police dept to be aware of what to do in a lockdown emergency. “

Maureen made a motion to approve, 2nd by Zach. Approved with none opposed. 5. **Add language about for a staff grievance policy.**

Employees are strongly encouraged to work out any conflicts with coworkers. This policy outlines some steps to take:

1. Employees with a grievance with another employee related to classroom or program issues are strongly encouraged to resolve the conflict informally in a direct and constructive communication.

2. If this attempt does not resolve the issue, the employee should address the agreement with the Director about the grievance at which point, within one week, the Director will attempt to facilitate an agreement between the parties.
3. If the conflict is not resolved, the Director may bring in the Board President, and together will make a decision, and expect both parties to abide by that agreement. Refusal to do so will result in disciplinary action.
4. If the grievance is with the School Director, the employee shall address the Board President.

Jess made a motion to approve the language - Betsy 2nd the motion - approved with none opposed.

We will come up with a vision and mission statement over the next few months (see links below for suggestions/examples) - putting this off until July's meeting.

Developing a vision statement: Helpful Link: <https://topnonprofits.com/examples/vision-statements/>

Sue's Suggestion: The perfect place to learn and play.

Developing a mission Statement: Helpful Link <https://topnonprofits.com/examples/nonprofit-mission-statements/>

Sue's Suggestion: As a parent cooperative, we believe in the partnership between teachers and families to guide the social, emotional, physical and intellectual development of all children through play (or something like that).

PRESIDENT (Jess): Nothing to report. Asked for the timing of the board/staff gathering at the Olbrich Beer Garden - June 11th at 7pm. Staff is bringing the food.

VICE PRESIDENT (Jamie): nothing to report

TREASURER'S REPORT (Katy): filed the 990 (yay!)

Katy put together a salary scale (see attachment at end of minutes). Scale was approved with none opposed - Maureen made a motion, Zach 2nd the motion.

CD maturing May 18th - what should we do with it? Katy proposed we take the \$47,777.38 CD and liquidate it at maturity and move the funds to Monona State Bank into 2 CDs - half in a 13 month at 1.75% and the other half in a 23 month at 2.25%. This proposal was approved with none opposed - Maureen made a motion - Jess 2nd the motion.

FUNDRAISING COORDINATORS (Betsy): Great year at the Spring Fling - we earned \$5900! This is the highest in the past ten years. The brats also did really well - we earned \$1695. Brat rate is going up to \$6 per case - they were \$5.50 this year. Suggestions from Betsy - do a same day pick up for brats to avoid having to find so much freezer space.

EVENT COORDINATOR (Teresa): 171 pre-registered for spring fling. \$228 was spent on food (plus a little more for extra sausage). We need to set a date over the summer for the 2019 spring fling.

VOLUNTEER COORDINATOR (Erin): everyone is caught up on their duties

EQUIPMENT & INVENTORY (Zach): Zach and Brian installed the air conditioners over the weekend

PURCHASING (Donna): nothing to report

ADVERTISING (Maggie): not present New Business: none

Meeting Adjourned: 8:02pm

Next Meeting: June 11th, 2018 at the Beer Garden