

MONONA GROVE NURSERY SCHOOL

BOARD OF DIRECTORS MEETING

Monday, February 18, 2019

7:00 PM

1. CALL TO ORDER

2. ROUNDTABLE CHECK-IN

3. THE BIG PICTURE: LEADING MGNS INTO THE FUTURE

4. ADJOURNMENT

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ITEMS UP FOR A VOTE (VIA EMAIL AFTER MEETING)

- Approval of Minutes from January 14, 2018
- 2019-20 school calendar
- Donor wall display parameters

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Next Meeting:

Monday, March 18 at 7:00 PM

MONONA GROVE NURSERY SCHOOL

BOARD OF DIRECTORS MEETING

Monday, January 14, 2019

7:00 PM

In attendance: Katy Kaufman, Sarah Kopczyk, Brian Planey, Zach Barber, Donna Campanelli, Teresa Bentler, Valerie Nyenhuis, Kelly Griseta, Kathryn Mingione, Sue Carr

1. CALL TO ORDER at 7:01pm

2. ROUTINE BUSINESS

1. Approval of Minutes from December 17, 2018
 - a. Valerie made a motion to amend the December 17, 2018 minutes in section 3.1.1.2. to reflect the following change: "Executive Committee agreed to provide up to \$2500 per year for tuition reimbursement, contingent upon them remaining employed at MGNS for two years ~~prior to~~ after disbursement." Maggie seconded the motion. Motion was approved without opposition.
2. Report from the School Director
 - a. Sharon and Willie are "fantastic" as the new building superintendents
 - b. The snow removal procedure is now posted in Sue's office
 - c. MGNS's IT company will be setting up remote access to the desktop in Sue's office for Sue and Brian. This will allow them to share financial data more seamlessly from home in the absence of a school laptop.
 - d. Sue will be attending meeting with MMSD HR at end of January regarding upcoming licensing requirements
 - e. Financial statements are caught up through December 31, 2018

3. ROUNDTABLE CHECK-IN

1. Katy, President
 - a. There will be a vote in February meeting for next year's school calendar. It will still reflect the dates of the MMSD calendar. Let Sue know in the next couple weeks if there are other things to consider before draft is created.
 - b. Wonder of Learning Exhibit: 100 Years of Learning – possible optional board outing to Central Library/Overture. Katy will send a Doodle Poll to determine when most of the group can attend.
2. Theresa, Event Coordinator
 - a. Nothing to add; will communicate with Sue for 2019-2020 special event dates.
3. Sarah, Vice President
 - a. The 2019 Parent Meetings are scheduled for February 19 and 25, both 7pm-8pm; brown bag flyers will go out the week of 1/14.

4. Kelly and Kathryn, Fundraising Co-Coordinators
 - a. Brats on the brain! Will be working with Rackow's Sausage on coordinating sale dates in the coming weeks.
 - b. Kelly and Kathryn plan to meet soon to discuss the possibility of a 1st time fundraising event: MGNS Garage Sale.
 - c. Spirit wear sale is going on now!
5. Valerie, Volunteer Coordinator
 - a. Currently following up with about 8 families on signing up for volunteer spots for the 2nd half of the year.
6. Maggie, Advertising Coordinator
 - a. Advertising for open houses and enrollment times. Flyers going out, HulaFrog, Madison Moms Blog, LVM, and a few others.
7. Donna, Purchaser
 - a. Nothing to report.
8. Brian, Treasurer
 - a. Nothing to report.
9. Zach, Maintenance Coordinator
 - a. Currently working on the laminator, looking good for a positive outcome.

4. ITEMS FOR DISCUSSION

1. Toddler Time offerings in 2019-20; planning for double days
 - a. 2019-20 teacher assignments have not yet been determined, therefore it is best to plan for single days for Fall 2019. A \$25 non-refundable deposit will secure Spring 2020 enrollment.
2. New Scholarship Application
 - a. A draft was provided to the group, all positive remarks; no further discussion.

5. ITEMS UP FOR VOTE

1. Toddler Time rates for 2019-20
 - a. Maggie made a motion to approve the Fall 2019 Toddler Time Tuition Rates as follows:
 - Monday - \$185 (15 class days)
 - Tuesday - \$185 (15)
 - Wednesday - \$175 (14)
 - Thursday - \$175 (14)
 - Friday - \$175 (14)
 - b. Kathryn seconded; motion approved without objection.
2. Lunch Bunch rates for 2019-20
 - a. Much discussion about the drop in/daily rate. Sarah made a motion to approve the drop in rate at \$7. Valerie seconded; motion approved without objection.
 - b. Maggie made a motion to approve the recommended option #2 of \$5.75/day as the session rate. Katy seconded, motion approved without objection.
3. Donor wall display parameters:
 - a. \$2-\$4 for the blocks

- b. \$1.50 per engraving
- c. \$100 minimum donation
- d. Ask donor if they want a block on the wall and how they want to be represented (allowing for “Anonymous”)
- e. Sue will determine a plan as to how to contact all former donors of \$100 or more; would like the display to be up by Spring Fling.
- f. All \$100+ donations get a block, even if donor chooses to remain anonymous.
- g. A formal vote with all the details will occur at the February Board Meeting.

6. ADJOURNMENT at 8:15pm

Next Meeting:
Monday, February 18 at 7:00 PM

Director's Report

February 18 2019

Open house went very well. We had a lot of new families. About 20 in all. We filled our last three remaining toddler Time spots for this year. Toddler Time visitation week also went well- thank you to Kathryn and Maggie for handling the Thursday and Friday visits. I did hold Q and A on Tuesday, February 5th for both am and pm classes but no one came which indicates that our written materials were complete. Yay.

Registration for 19/20
As of 2/11:(just current families)

Starfish 3
Penguins-15
Dolphins 18
Manatees-11 (3 on w/l for Dolphins)

Toddler Time registration will start March 1 for new families. Apps will go to current families this week and be accepted immediately. We continue our study of conscious discipline at our staff meeting on 2/18. The topic that day is Encouragement.

In addition, Staff can earn continuing ed credit for attending the Wonder of Learning Exhibit downtown and answering 2 reflection questions.

Lex has done a great job of clearing the sidewalks and salting the ice in the parking lot through the polar vortex.

Monona Grove Nursery School
Profit & Loss Budget vs. Actual
 July 2018 through January 2019

Cash Basis

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Income				
General Enrollment				
41118 · 1819 MMSD 4k	31,025.00	93,075.00	-62,050.00	33.3%
41116 · 1819 Preschool	79,304.42	108,640.00	-29,335.58	73.0%
41138 · 1819 Lunch Bunch	5,575.00	9,558.00	-3,983.00	58.3%
42001 · 1819 Toddler Time				
42002 · Deposit-TT1819	823.16	0.00	823.16	100.0%
42001 · 1819 Toddler Time - Other	12,439.34	13,965.00	-1,525.66	89.1%
Total 42001 · 1819 Toddler Time	13,262.50	13,965.00	-702.50	95.0%
41115 · Preschool Tuition 1718	532.00	0.00	532.00	100.0%
40140 · MMSD \$40/kid Fee	1,040.00	1,000.00	40.00	104.0%
40121 · Registration Fee	300.00	2,700.00	-2,400.00	11.1%
40111 · Late Fee	5.00	0.00	5.00	100.0%
Total General Enrollment	131,043.92	228,938.00	-97,894.08	57.2%
Fundraisers				
43000 · OffSite Fundraising Events	852.00	700.00	152.00	121.7%
40303 · Donations	429.63	0.00	429.63	100.0%
40301 · Willy St Coop Cards	-660.00	0.00	-660.00	100.0%
40351 · Fall Butter Braids	2,008.00	1,500.00	508.00	133.9%
40350 · Fall Fundraiser	163.50	1,000.00	-836.50	16.4%
40345 · Meet, Greet, & Eat	225.00	0.00	225.00	100.0%
40365 · Spring Butter Braids/Brats	0.00	900.00	-900.00	0.0%
40360 · Spring Fling Event	0.00	4,500.00	-4,500.00	0.0%
Total Fundraisers	3,018.13	8,600.00	-5,581.87	35.1%
Other Income				
40330 · Sunflower Fund Donations	5,422.20	0.00	5,422.20	100.0%
41000 · Interest Income	180.98	500.00	-319.02	36.2%
Total Other Income	5,603.18	500.00	5,103.18	1,120.6%
Total Income	139,665.23	238,038.00	-98,372.77	58.7%
Gross Profit	139,665.23	238,038.00	-98,372.77	58.7%
Expense				
Personnel				
75612 · Subcontracted Support Teachers	1,720.00	4,500.00	-2,780.00	38.2%
75610 · Life Insurance	419.58	875.00	-455.42	48.0%
75201 · Absent Leave Pay- Payable July	0.00	1,500.00	-1,500.00	0.0%
72201 · School Cont, to Health Insuranc	0.00	8,920.00	-8,920.00	0.0%
75601 · Hiring Expenses	0.00	200.00	-200.00	0.0%
71500 · Salaries	85,921.16	155,218.00	-69,296.84	55.4%
72000 · Employer Payroll Taxes	5,798.89	13,321.00	-7,522.11	43.5%
72200 · Retirement Benefit-Payable June	0.00	974.00	-974.00	0.0%
75600 · Teacher/Staff Education	568.04	1,000.00	-431.96	56.8%
Total Personnel	94,427.67	186,508.00	-92,080.33	50.6%
Administration				
60002 · Celebration of 60 Years	821.53	500.00	321.53	164.3%
74000 · Rent	10,298.01	18,030.00	-7,731.99	57.1%
67000 · Insurance	2,895.00	3,360.00	-465.00	86.2%
71000 · Office Expenses	1,735.97	2,925.00	-1,189.03	59.3%
62000 · Bank Charges	137.55	215.00	-77.45	64.0%
66000 · Gifts and Gratuities	772.03	1,350.00	-577.97	57.2%
73700 · Milk	200.00	310.00	-110.00	64.5%
76000 · Telephone	889.68	1,350.00	-460.32	65.9%
76100 · Website Hosting	0.00	150.00	-150.00	0.0%
65580 · January Parent Meeting Speaker	0.00	300.00	-300.00	0.0%
Total Administration	17,749.77	28,490.00	-10,740.23	62.3%

Monona Grove Nursery School
Profit & Loss Budget vs. Actual
July 2018 through January 2019

Cash Basis

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Classroom Expenses				
73100 · Petty Cash-Classroom Purchases	1,085.00	1,450.00	-365.00	74.8%
75550 · Art Supplies	598.18	2,000.00	-1,401.82	29.9%
75500 · Classroom Supplies - General	827.16	1,500.00	-672.84	55.1%
73200 · Classroom Supplies - Purchaser	1,000.00	1,100.00	-100.00	90.9%
65300 · Field Trips	-2,560.00	0.00	-2,560.00	100.0%
75400 · Toys	308.47	400.00	-91.53	77.1%
Total Classroom Expenses	1,258.81	6,450.00	-5,191.19	19.5%
Promotion				
60000 · Advertising	2,259.68	4,000.00	-1,740.32	56.5%
60001 · Design (Maria's contract)	1,225.00	2,400.00	-1,175.00	51.0%
60010 · Website	69.75	0.00	69.75	100.0%
74440 · T-shirts	1,120.00	700.00	420.00	160.0%
Total Promotion	4,674.43	7,100.00	-2,425.57	65.8%
Equipment and Repairs				
65200 · Equipment	1,188.23	2,000.00	-811.77	59.4%
70000 · Maintenance and Repairs	678.38	800.00	-121.62	84.8%
Total Equipment and Repairs	1,866.61	2,800.00	-933.39	66.7%
Licensing and Accreditation				
60100 · Accreditation Fees (Madison)	0.00	300.00	-300.00	0.0%
69000 · License Fees (Wisconsin)	0.00	800.00	-800.00	0.0%
Total Licensing and Accreditation	0.00	1,100.00	-1,100.00	0.0%
Professional Fees				
59000 · Accountant Fees	0.00	1,250.00	-1,250.00	0.0%
68500 · Legal and Professional Fees	1,065.00	1,200.00	-135.00	88.8%
72500 · Payroll Company Fees	703.00	1,300.00	-597.00	54.1%
Total Professional Fees	1,768.00	3,750.00	-1,982.00	47.1%
Total Expense	121,745.29	236,198.00	-114,452.71	51.5%
Net Income	17,919.94	1,840.00	16,079.94	973.9%

Monona Grove Nursery School
Balance Sheet
As of January 31, 2019

Accrual Basis

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10327 · Monona Bank 23-month CD	23,899.82
10326 · Monona Bank 13-Month CD	23,899.82
10324 · Summit Cert of Deposit (16mo)	18,336.35
13120 · Summit Checking	73,859.62
13125 · Summit SAVINGS/Sunflower Fund	16,345.79
Total Checking/Savings	156,341.40
Accounts Receivable	
11000 · Accounts Receivable	104,079.14
11400 · Other Receivables	-320.00
Total Accounts Receivable	103,759.14
Other Current Assets	
12000 · Undeposited Funds	-1,559.00
Total Other Current Assets	-1,559.00
Total Current Assets	258,541.54
TOTAL ASSETS	258,541.54
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	142,669.10
Net Income	115,872.44
Total Equity	258,541.54
TOTAL LIABILITIES & EQUITY	258,541.54

MGNS School Year Calendar 2019-20 draft as of 1/18/19 STAFF

August 2019

August 26 Fall Clean Up -- 3 Teachers & 14 Parents (6:30-8:30pm)
August 27 Teacher Work Day (8:30-3)
August 28 Teacher Work Day (8:30-3) and All School parent Meeting (5:30-8:00)
August 29 CPR and First Aid Day.

September 2019

September 3 Orientation Day –Dolphins, Manatees and Starfish Classes (8 Hour Day)
September 4 First Full Day – Starfish, Dolphins, Manatees
September 4 Lunch Bunch Session One Begins
September 5 Orientation Day Penguins (8 Hour Day)
September 6 First Full Day Penguins
September 9 Toddler Time Session one begins
September 16 MGNS Board Meeting 7 pm
September 16 MGNS Staff Meeting 12:15-1:45

October 2019

October 4 Meet, Greet & Eat (for families to explore school & meet other families) 4:30-7:30
October 21 MGNS Staff Meeting 12:15-1:45
October 21 MGNS Board Meeting 7 pm
October 23-24 School Pictures

November 2019

November 4-8 Grandparents Week 1
Nov.13 Mid-Semester Clean Up -- 2 teachers & 12 parents (6:30-8:30)
Nov. 18 MGNS Staff meeting 12:15-1:45
Nov 18 MGNS Board Meeting 7 pm
Nov. 11-15 Fall sharing meetings with parents to be scheduled by teaching teams
Nov. 22 Feast Day Penguin Class
Nov. 17 “Fired Up” Pottery Fundraiser. 11-4—join us to make gifts for friends and family!
Nov. 25 Feast Day Starfish Class
Nov. 26 Feast Day Manatees, Dolphins
Nov. 27-29 Thanksgiving break – **No School**

December 2019

December 16 MGNS Staff Meeting 12:15-1:45
December 16 MGNS Board Meeting 7 pm
December 20 Last Day of Toddler Time Session 1
December 20 Last Day of Lunch Bunch Session 1
December 20 Last Day of School before Winter Break
Dec 21-Jan 5 Winter Break - **No School**

January 2020

January 6 School Resumes
January 6 First Day of Toddler Time Session 2
January 7 First day of Lunch Bunch Session 2
January 13 MGNS Staff Meeting 12:15-1:45 (note date change)
January 13 MGNS Board Meeting 7 pm (note date change)
January 20 Martin Luther King Day – **No School**

February 2020

February 8 Open House for Potential Families at MGNS 10-2
February 10 Re-enrollment for Current Families at 8 am
February 17 Enrollment for New Families at 8 am
February 17 MGNS Staff Meeting (12:15-1:45)
February 17 MGNS Board Meeting 7pm

March 2020

March 16 Staff Meeting 12:15-1:45
March 16 Board Meeting 7 pm
March 18 Mid-Semester Clean Up -- 2 Teachers & 12 Parents (6:30-8:30)
March 27-April 5 Spring Break No School

April 2020

April 6 Return to school after Spring Break
April 13-17 Grandparents week Two
April 20 MGNS Staff Meeting 12:15-1:45
April 20 MGNS Board Meeting 7 pm
April 25 Spring Fling

May 2020

May 18 MGNS Staff Meeting 12:15-1:45
May 18 MGNS Board Meeting 7 pm
May 25-29 Spring conferences scheduled by teaching team
May 25 Memorial Day -- **No School**

June 2020

June 5 Last Day of Toddler Time Session 2
June 5 Last Day Picnic- Penguins
June 9 Last Day of Lunch Bunch Session 2
June 10 Clean Up Night- 3 teacher & 14 parents (630-830) (SS, JH, JS, EA)
June 10 Last Day Picnic-Dolphins, Manatees, Starfish,
June 11 Year End Work Day -- All Teachers (8:30-3:00)

MGNS Donor Wall

Purpose:

To publicly honor those families or companies who have supported MGNS through a direct gift of \$100 or more. To encourage future giving to sustain our MGNS scholarship fund as well as other major projects.

Implementation:

The donor wall will be built on a shelf and will be made out of building blocks. Each block will have a metal plate attached with the donor name, and year of donation. The donor wall will be maintained by the Equipment and Maintenance Coordinator, in conjunction with the school director. New blocks will be installed each year on April 1.

Form Details:

Each family wishing to donate \$100 or more will be asked to fill out a form for the donor wall. They can donate anonymously, in the name of their family, or in honor or in memoriam of a special person.

They will be asked:

- Name to be put on the plaque- (With character limits)
- Year of the gift-