

MONONA GROVE NURSERY SCHOOL

BOARD OF DIRECTORS MEETING

Monday, December 17, 2018

7:00 PM

In attendance: Sue Carr, Juli Huston, Maggie Jakubczak, Sarah Kopczyk, Elisa Pohlman, Valorie Nyenhuis, Zach Barber, Brian Planey, Kelly Griseta, Kathryn Mingione, Katy Kaufman, Jodi Schmitt, Teresa Bentler, Donna Campanelli

1. CALL TO ORDER at 7:02 pm

2. ROUTINE BUSINESS

1. Approval of Minutes from November 19, 2018
 1. Maggie motions to approve the meeting minutes for November 19, 2018, Sarah seconds the motion. The motion is passed with no opposition.
2. Report from the School Director
 1. Enrollment: We have one opening in the Starfish class. We are working our way down the waitlist.
3. Church/Building:
 1. Roof has been patched, and since that time we have not had any leaks.
 2. The church has done a serious trimming of the tree in the courtyard
 3. Over the winter break, the church will be doing some insulating, above the halls and soffits to try to help with the annual ice damming problem they have.
 4. My laptop computer appears to have been stolen from my office on the afternoon of Wednesday, December 5th or the morning of December 6th. See 4.1.
 5. Met with Pastor Lex to discuss our communication strategies as we enter a new phase with a new lease and CTSR church. We agreed on some things that would be best practice for communication.
 1. Lex asked me to provide him with some suggestions about what we want the new janitor to be aware of outside of the normal cleaning. He is trying to hire more of a "building superintendent" instead of a "janitor".
 6. We have about 4 openings for Spring Toddler Time.
7. Outreach
 1. I did a presentation to the East Madison Kiwanis club on Wednesday, December 5th. My topic was the history of MGNS and the celebration of our 60th birthday along with some information about my view of the state of early childhood education in Wisconsin. It went very well, and we had a lovely Q&A during which I learned that there was a former board president and a former student in the crowd. A member of the Kiwanis sent us a \$100 donation.
 2. I attended a meeting on December 11 of the joint committee to combine the two churches. I was invited to hear what things they are talking about and to express any concerns. I had a good discussion with Bonnie, and two members of CTSR
 3. Kathryn is again offering CPR for families on Saturday, January 19.

8. Professional Development
 1. Part four of the conscious discipline training will be on December 18.
 2. Three MGNS teachers went to an evening presentation by the newly formed Center for Research on Early Childhood Education at the UW. The presenter was a teacher from the University of Chicago Preschool Lab- world famous place founded by John Dewey. Excellent presentation and very inspiring.
9. Licensing Issues/Staffing
 1. We are wading through a licensing issue with MMSD. See 3.1.1.

3. ROUNDTABLE CHECK-IN

1. Katy - President:
 1. Licensing Issues/Staffing. With a teacher out on FMLA we currently do not have a licensed early education teacher physically in our 4K classrooms. MGNS had previously been given the okay to have our licensed sub teachers (current 4K teachers) to teach the classes. However, with an upcoming DPI audit at MMSD the district is becoming more strict. MMSD has given MGNS until February 2019 (when the audit will occur) to either have a licensed early education teacher in the classrooms, or will allow current staff member(s) to get a provisional license for up to three years, as long as the teacher(s) is enrolled and taking 6 credits a semester towards becoming a licensed teacher.
 1. MGNS currently has two current teachers who are willing to explore and pursue obtaining their license.
 2. 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 disbursement.
 3. Staffing changes will likely happen after the New Year due to needing a licensed teacher in each 4K class.
 2. Board Commitment
 1. If a current board member is not planning on continuing on as a member of the board for the next year, let Sue, Katy, or Sarah know so that recruitment can start.
 3. Shout out to Sue who has worked diligently to work on recovering documents from laptop, licensing issues, etc.
2. Sue - Director:
 1. Any questions about any topics from this meeting, please ask either at this meeting or as they come up in the days to follow.
3. Maggie - Advertising Coordinator:
 1. Open House is on February 9th - advertised in Madison Moms Blog, Hulafrog, and in neighborhood news flyers
4. Teresa - Events Coordinator:
 1. Pass
5. Donna - Purchaser:

1. Has brown bags and safety pins
6. Sarah - Vice President:
 1. Parent Meetings:
 1. Top three topics that were voted for are: Positive Discipline strategies, How do Children Learn Race and Diversity, and Cold/Movement and Activity for cold winter months
 2. Need to decide which date and schedule accordingly
7. Elisa - Secretary: Pass
8. Valorie - Volunteer Coordinator:
 1. Winter Sign Ups will go out December 22nd
 2. Everybody participated during Fall Semester - success!
9. Zach - Equipment Coordinator:
 1. New paper towel holder has been installed
 2. Concern about the temperature in the Toddler Time room. Will explore possible solutions to warming up the room
 3. The laminator has been broken and needs to be repaired
10. Brian - Treasurer:
 1. Lease with the church
 1. Will be adding language about snow removal and cleaning policies
 2. Rent has increased by 3%
11. Kelly & Kathryn - Fundraising Coordinators:
 1. Amounts raised from recent fundraising activities:
 1. Culvers = \$429
 2. Benvenutos = \$137
 3. Fired Up = \$285
 4. Art Cards = \$143.50

4. ITEMS FOR DISCUSSION

1. Stolen school laptop / building security issues
 1. The laptop was in Sue's office and was stolen sometime between Wednesday, Dec 5 after 1:30 and Thursday, December 6th before 12:00 pm.
 2. A police report and insurance claim have been filed.
 3. Upon trying to recover documents it was discovered that our IT provider had not been properly backing up the hard drive.
 1. Question was raised on if there has been follow up from the IT company for dropping the ball?
 1. Yes. Ultimately up to the board on if we want to continue with them as our IT support.
 2. Will be discussing reimbursement options with the IT company for the months that were lost.
 4. As a result of the theft, Sue's office will now be locked when not in use by Sue.

5. MGNS is encouraging the church to use their buzzer for allowing people to enter during school hours
 1. Question was raised on if MGNS could enter door securing as a contingency into the lease agreement?
 1. It will be added as part of the lease negotiations
6. Floating the idea of adding a security camera
2. Proposal for donor wall display
 1. Is this something we want to go forward with? Yes
 2. Minimum amount to receive a block? Hard costs need to be figured out before deciding the base amount to obtain a block.
 3. More information is needed to determine what type of display MGNS will have and when it would be completed by.

5. ITEMS UP FOR A VOTE

1. Tuition rates for 2019-2020
 1. Manatee would be 5% less than it's counterpart (Starfish)
 1. Manatee 3 days a week will receive a 5% discount from a 3% increase = \$325
 2. Manatee 2 days a week will receive 5% discount from penguin with a 3% - \$257
 2. Brian's recommendation:
 1. Increase tuition by 3% as staffing costs are going to go up due to licensing/ education reimbursements
2. Kathryn motions to increase tuition by 3% for the 2019-2020 school year. Maggie seconds the motion. The motion is passed with no opposition.
3. Maggie motions to apply a 5% discount to the Manatee classes (pm) according to their AM counterparts. Zach seconds the motion. The motion is passed with no opposition.
4. Tuition Rates for the 2019-2020 school year are:
 1. Starfish: \$342
 2. Penguin: \$270
 3. Dolphin: \$391
 4. Manatee 4 days a week: \$371
 5. Manatee 3 days a week: \$325
 6. Manatee 2 days a week: \$257

6. ADJOURNMENT at 9:06 pm

Next Meeting:
Monday, January 14 at 7:00 PM
(Note: 2nd Monday instead of 3rd!)