

# MONONA GROVE NURSERY SCHOOL BOARD OF DIRECTORS MEETING

Monday, July 15th, 2019 7:00pm

***In Attendance:*** Katy Kaufman, Jodi Schmitt, Donna Campanelli, Maggie Jakubczak, Nicole Blattner, Kathryn Mingione, Kate Brown, Meaghan Cibarich, Brian Planey, Zach Barber, Stacey Neuman

## **1. CALL TO ORDER/ INTRODUCTIONS:**

- a. President Kaufman called the meeting to order at 7:06 pm. Introductions were completed for old and new board members.

## **2. SPECIAL BUSINESS:**

- a. **Signatures on board ethics and confidentiality policy –**
  - i. Each year board members review and sign the MGNS ethics and confidentiality policy. Present board members reviewed and signed policy and turned into President Kaufman.
- b. **Review of policy on closed meetings–**
  - i. President Kaufman reviewed policy on closed meetings. Sometimes there are sensitive topics and board members may make a motion to make the meeting closed.
- c. **Formation of ad hoc committee on health insurance-**
  - i. President Kaufman presented information on history of providing health insurance for MGNS employees. Historically it has been difficult to provide health insurance to employees. This has been due to many variables including part-time nature of many employees, etc. However, many full-time equivalent, long time employees would find this meaningful. This seems like an appropriate time to reexamine this issue. President Kaufman was looking for people to volunteer to serve on an ad hoc committee. First steps may include gathering information from similar organizations that are currently providing health insurance to employees, garnering information about what is currently available on health insurance market and getting feedback from staff about desires/preferences for health insurance.
  - ii. No board members immediately volunteered to serve on this committee. Sue and Katy will brainstorm non-board members to help with this project. Board members can volunteer in the future if they have the desire or time.

## **3. ROUTINE BUSINESS**

- a. **• Approval of Minutes from the May 20, 2019 –**
  - i. Members took some time to silently read notes Sue and Katy put together after Elise had computer issues that resulted in lost notes from the May meeting. Brian noted that the interest rate on the CD was not 1.75% but rather was 2.25%.
  - ii. Maggie moved to amend minutes as per Brian's suggestion. Kathryn seconded the amendment with no one opposed. Zach made a motion to approve the amended minutes, Donna seconded and the board unanimously voted to approve the amended minutes.

**b. Report from School Director-**

- i. Sue was not present due to illness. A director's report was provided to board members in the advance packet. Key items in the report included current enrollment status, professional development for staff and parent survey results.
- ii. There was discussion about enrollment from the directors report. All 3/4/5 classes are currently full. Ten students withdrew, but were replaced with those on the waiting list. Enrollment for toddler time is slowly increasing, with low numbers (3 each class) for Mondays and Fridays. Sue, via text, informed the board that if the numbers for Monday and Friday remain the same, discussion would need to occur at the August board meeting about possibly moving M and F kids into one day or going above 8 students on other days. Sue is hoping for raised enrollment by August.
- iii. Discussed ideas for advertising about toddler time. These included-advertising by toddler story time at libraries, HulaFrog posting, canvassing on westside to broaden scope, use of yard signs. Meaghan shared a post in the Meriter mom-baby facebook group.

**c. Financial statements through June 30, 2019**

- i. Brian shared that the financial status is looking good overall. Currently \$3,408.75 better than budget.
- ii. Recently Brian did some clean up on AR (accounts receivable) in the financial reports. In previous years when students did not attend it was still showing up as a payment. The problem has been fixed so it won't show up in the spreadsheets for next year.
- iii. Want to recognize the fundraising officers as well as teachers who worked within budget contributing to the surplus.

**4. ROUNDTABLE CHECK-INS/ COMMITTEE REPORTS**

**a. Zach (Equipment & Inventory Coordinator)-**

- i. There are several things going on with the building currently. In the parent survey an area of concern was the security system. Zach and Sue are working with a security firm. The first quote was really high (\$10,000). Second quote from company may work if wifi was boosted. Zach and Sue have another meeting set for Thursday 7/18.
- ii. There are several variables at play regarding a security system. Originally thought MGNS and church might work together for the security system but MGNS wants it in place by September. Church seems to have different timeline with pending merger. Teachers have hesitations about leaving their classroom to answer the door. Hoping for a system where they can open doors remotely without leaving the classroom. Some of these possibilities would require stronger wifi. MGNS has a grant for \$1,000 that can go towards the security. The church is paying for the toddler time door to be fixed.
- iii. Zach reported the entryway project has been completed so it is much brighter and inviting.
- iv. Building projects to be completed include: air conditioner units in rooms, bulletin boards need to be painted, bathroom paint might be changed, there is playground work to do and a chair in toddler time room that needs to be repaired as well.

**b. Meaghan (Volunteer Coordinator)-**

- i. Meghan is currently updating the fall volunteer sheets and sending them to Sue. Will next be working on sign-up genius to get those going.

**c. Kathryn (Fundraising Coordinator):**

- i. Kathryn, Kelly and Danielle met to map out fundraisers throughout the year. Plan on doing all the same things they did (maybe taking one Benvenutos share night and swamping for Revel downtown).
  - ii. Additions they are considering include:
    - 1. Food Fight “cards for a cause”. People buy Food Fight gift cards and your organization gets 10% back. They are working out the details of timing due to a competing holiday promotion at Food Fight.
    - 2. Art Cards- Plan to add another round of Art Cards in the Spring.
  - iii. Kathryn shared a plan to start soliciting businesses earlier for spring fling to acquire more big ticket items for the auction. Discussion regarding date of spring fling occurred. A decision was made to hold spring fling on 3/21/20. Discussion occurred regarding length of event. Given that the event will be earlier in the season, without as many sporting conflicts, the current length should be ok.
  - iv. Additional discussion regarding fundraising included:
    - 1. Providing clearer information to parents at the fall meeting. A suggestion was made to use the fall meeting to get parents thinking about things they can donate to spring fling auction (ie crafts, talents, etc).
    - 2. Making sure parents know MGNS has an Amazon smile account.
    - 3. Have a countdown to spring fling (ties into possible theme of 3,2,1 blast off).
    - 4. Maybe change bidding rules for spring fling for last 15 minutes of auction (ie requirement to raise bid by a minimum of \$5 dollars in last 15 minutes).
- d. Maggie (Advertising Coordinator):**
- i. Purchased a new flex banner, 2 sided says “mgns.org; now enrolling”. In lieu of the sandwich board. Also advertising in Herald Independent and HulaFrog. Put flyers in a few different areas. Still in North Start Neighborhood Association Newsletters.
  - ii. Committee update: Was enough interest on parent survey to offer supplemental activities on Monday afternoons in February or March and one for summer. There were about 12 families interested. Now passing it back to teachers for design of classes.
- e. Donna (Purchasing Coordinator):**
- i. Currently checking in on needed Brown bags. Asked board members to bring in brown bags they may get at the grocery store, always need extra.

## **5. ITEMS FOR DISCUSSION**

### **a. Parent survey feedback from 2018-2019 school year**

- i. Generally feedback seemed positive.
- ii. Based on survey results had discussion for different fundraising possibilities. Ideas shared included:
  - 1. Mallards game, share nights at other restaurants such as MOD pizza, Five Guys, Panera, bowling event, Olbrich Biergarten share night in May or June next year, concessions at the badger game.
- iii. Seems that people really want an increase in security. Some of the concerns were about security from church into the school. As renters we are not sure what can be done about that. Zach and Sue and the building committee are working on the security issue at the MGNS entrance. Jodi wondered if the asbestos test of the ceiling tiles had been completed. Katy was going to look into that.

### **b. Potential for board of directors use of Google Drive**

- i. Katy brought up using a shared google drive for the MGNS board. She showed an example from the Nuestro Mundo Board. The use of google drive would be a place to store historical information and current documents. The hope is that people can easily access the documents in the drive. Examples of documents include: contact lists, old budgets, old advertisements, old minutes, etc.
- ii. Things to consider that came up in discussion included:
  1. Suggestion from Zach to keep it simple. Too many folders can be really confusing.
  2. Questions were raised about who has access to the drive. What if people don't have a gmail address? Perhaps board members should be given gmail addresses for this purpose. What happens after people leave the board? How do we make sure important documents are not changed ?
  3. Decided it was important to have someone on the board be the administrator of the google drive. That person would also need to back up documents on a USB drive quarterly. Kate and Nicole volunteered to work on this project.

## **6. ITEM UP FOR A VOTE**

### **a. Approval of pool of funds to be used for staff bonuses**

- i. Brian led discussion. Currently MGNS has \$11, 381.18 net income. The board needed to decide on what portion of this amount would be spent on bonuses.
- ii. Questions were raised regarding the history of spending on bonuses. It has varied from around \$3,000 to \$8,000 historically. We want to compensate teachers but also be good financial stewards and perhaps need some portion for things like health insurance or the security system.
- iii. Brian suggested a 75% use and 25% savings. Maggie made a motion to approve 75% (\$8,536) and keep 25% for future projects. Brian made a competing motion to round to \$8,600. Maggie made a motion to use \$8,600 for teacher bonuses. Zach seconded. The motion carried with unanimous support.

*Meeting adjourned at 8:50 pm. New board members met with Stacy for office orientation. Continuing Board Members held committee meetings.*

***Next meeting is Monday August 19th at 7:00pm.***