

MONONA GROVE NURSERY SCHOOL
BOARD OF DIRECTORS MEETING NOTES
Monday November 18th, 2019 @ 7:00pm

MEMBERS PRESENT: Kate Brown, Donna Campanelli, Kathryn Mingione, Sue Carr, Katy Kaufman, Zach Barber, Maggie Jakubczak, Teresa Bentler, Sarah Kopczyk., Kelly Griseta, Nicole Blattner , Meaghan Cibarich, Brian Planey

1) CALL TO ORDER: President Kaufman called the meeting to order @ 7:01pm.

2) ROUTINE BUSINESS

a) APPROVAL OF MINUTES 10.21.19-Sarah Kopczyk made a motion to approve the October meeting minutes as presented. Kathryn Mingione seconded the motion and the motion was approved without objection.

b) REPORT FROM SCHOOL DIRECTOR

- i) Sue informed the board that the number of enrolled children in toddler time on Fridays second semester is actually 5, not 3 as her report noted.
- ii) Sue gave a description of the staffs' recent discussion of traditions and rituals in their classes and school wide. They discussed big traditions that currently define MGNS (being play based, a parent cooperative) and little things (feast day, grandparents week, class animals, t-shirts, family style snack, picnic, thank-you song, etc.). The staff also read articles about traditions and rituals and brainstormed things they could do in classroom and school wide. A new ritual this year in 4K is the dismissal process for students. They choose a hug, high five or dance party as they leave. Other ideas staff brainstormed included using more morning ritual songs (4K doing more than preschool at this point), a "star of the week" in the classroom, using a class puppet. Ideas for whole school rituals include: all staff signing a birthday card to child, maybe writing a fight song, doing more class mixing (ie Dolphins and Penguins on the playground together), doing more art projects together as a whole school, giving a book to a child when they gain a new sibling and announcing that the child has a new family member in the newsletter (with parent permission) school wide. Staff is trying to include toddler time when they can in whole school activities/rituals.
- iii) Sue shared that the staff discussed enrichment classes and summer programming at their last staff meeting. She shared that there is currently less enthusiasm from staff to work in the summer or do extra Monday sessions. Main purpose would be to offer more ways people could send their kid for programming here and Monday afternoon no programming for preschool or 4k. After discussion regarding logistics of hiring outside of the MGNS staff to provide these programs it was decided that we would focus on summer programming and not winter enrichment activities, due to the short timeline for organizing those classes.

- c) FINANCIAL REPORTS THROUGH 10.31.19
 - i) Brian took questions regarding the most recent financial report. No present members had questions regarding the report and Brian shared that nothing looks concerning at this point. We will discuss quarterly report in more detail.
- 3) ROUND TABLE CHECK-IN
 - a) Katy Kaufman (president)—Katy started with an acknowledgement of staff for everything going on (conferences, fall cleanup, grandparents week, etc), and to the fundraisers for a great night at Culver's. Katy also shared that she and Sue spoke with Lex, the pastor from LEUCC about how things were proceeding with their new arrangement with Christ the Solid Rock. Lex confirmed that Christ the Solid Rock has officially moved into the building. There is now a joint governing board. Christ the Solid Rock is currently renting from LEUCC but the plan is for them to become co-owners, thus the new joint governing board. President Kaufman also checked in with the board about the December meeting. Rather than have a face-to-face meeting we may do a vote over email. She will send confirmation later.
 - b) Sarah Kopczyk (vice president)—Sarah shared results from the parent meeting survey. The most desired topics were behavior management/discipline and screen time followed by race and diversity and literacy. She had 46 families respond to her survey. Given the strong interest in discipline and behavior, Sarah is going to check-in with staff at Imagine a Child's Capacity and 4-Cs (Community Coordinated Childcare) to try to find a facilitator. Sarah also shared the feedback regarding possible childcare at the meeting. It was as follows: 45.7% said yes to childcare. 35% said maybe. 19% said no. It appears there is a possibility of parents bringing many children for care on those meeting nights.
 - c) Fundraising team (Kathryn Mingione & Kelly Griseta)-Kathryn and Kelly shared some updates from recent fundraisers. MGNS made \$752 from culvers and about \$180 from food fight. Although they didn't have exact numbers they felt like the Fired Up Pottery event went well and they already booked it again for next year. Upcoming fundraisers are Art Cards in December and Revel on January 26th. Kathryn found out that Revel takes care of RSVPs. The fundraising team also reported that they are starting to gather items for the silent auction.
 - d) Brian Planey (treasurer)—Brian reported that he filed the 990. If any one wants to see it he will of course share it with them.
 - e) Meaghan Cibarich (volunteer coordinator) Meaghan shared that she has started to create the spring sign up for volunteer duties. There are a few families who did not complete their fall volunteer duties so she will be working with Sue and those families to figure out how they will get that completed.
 - f) Kate Brown (secretary)—Kate shared that MGNS has been approved for a google suite for non-profit account. A sub-committee working on setting up a

shared drive has met and now that the Google suite is approved they will begin building folders and such for the drive.

- g) Zach Barber (Equip & Inventory Coordinator)—Zach shared that the air conditioners are now covered. Thus far there has been no leaking but he and staff will continue to monitor.
 - h) Donna Campanelli (Purchasing) Donna shared an idea of perhaps moving away from using brown bags and replacing them with reusable tote bags. The following ideas came out of a discussion regarding reusable bags:
 - i) They need to be washable and have a flat bottom so they can stand up in hallway. We may want to look into the ones with a plastic sleeve on front so we can put child's name or picture in it.
 - ii) If they had an MGNS logo on it perhaps they could be used as a fundraiser/advertising. Or perhaps we could add it to an enrollment fee and the child gets a t-shirt and bag at the beginning of the year.
 - i) Sue Carr (director)—Sue shared that with online ordering there does not seem to be as strong of a need for a purchaser position on the board. Instead she shared an idea of changing that board position into someone who focuses on Alumni donations. This would need to be voted on in a future meeting. Her thought is that an Alumni board member could fill this position. There is nothing in our bylaws that says an Alumni parent couldn't be on the board.
 - j) Maggie Jakubczak (advertising coordinator)-During Thanksgiving week she will be sharing thank-yous on Facebook and Instagram. Maggie also shared some thoughts on purposefully trying to include other parents in activities, in particular new parents. For future events board members will work to personally invite newer parents to events.
 - k) Teresa Bentler (events coordinator)—Teresa shared that school photos went well. It will probably be 2-3 weeks before the hard copies of photos will be ready to be sent home. She will have digital files ready earlier.
- 4) ITEMS FOR DISCUSSION:
- a) TALK THROUGH POTENTIAL USE OF VIDEO MARKETING
 - i) The board held a discussion about the potential for creating a video for marketing purposes. This video could be added to the webpage to help provide visual information for prospective parents, etc. The following are the main points from the discussion:
 - (1) We should put out a feeler to see what professional videographers might be charging for a video. We could also check-in with Madison College to see if they have any student film makers/ media people who might be looking for a project in the community.
 - (2) We should put something in the newsletter and see if there are any current parents who might be interested in helping to create such a video.
 - (3) We could do pictures with a voice over of children saying what they love about MGNS, much like a video that was created last year for the 60th anniversary celebration.
 - (4) Ideally we would want this done fairly soon, probably for open house in February that is a pretty quick turn around.

- b) DONOR WALL CAMPAIGN LANGUAGE
 - i) Donor Wall Appeal Language—The board discussed the draft letter for donor wall donations presented by President Kaufman. The letter should say ‘perfect place to learn through play’. Other suggestions:
 - (1) We should be sure to highlight that businesses not just families can make donations.
 - (2) We need to clarify how people donate.
- c) TUITION OVER THE YEARS DISCUSSION
 - i) Brian put together a spreadsheet showcasing tuition rates for the last 5 years as well as projections with tuition increases of 3%, 5% and 7%. If MGNS does not raise tuition there will not be much wiggle room in the budget given increases in other expenses. Additional discussion around tuition was as follows:
 - (1) Katy reviewed the long-term enrollment capacity.
 - (2) The board should consider what other similar preschools in the area do for increases. Our newest competition, ALNC, has a sliding scale based on income. There was a desire to get demographic information about our families.
 - (3) There was a suggestion to not have as many peaks and valleys but a more steady increase of tuition over time.
 - (4) Members asked to see what it looks like with 2%, 3% and 4 % increases.
 - (5) There was a concern about too much increase. However, it was noted that most parents are not seeing this change as 4K is free for most.
 - ii) BOARD RECRUITMENT
 - (1) Sue shared that in January she and Kathryn will be visiting Toddler Time classes to recruit for the Board. It has worked in the past to have current board members encourage someone to consider being on the board. They are going to recruit heavily for a treasurer.
- d) ALUMNI FAMILY POSITION ON BOARD
 - i) Members of the board expressed a desire to add an Alumni board position. The feeling was that it would be good for continuity, history and perspective. Sue will write a job description and bring it to the board for approval.
- e) DATA MODEL FOR SHARED GOOGLE DRIVE
 - i) The main points from the discussion around a shared Google drive were as follows:
 - (1) This current board will build / populate the folders in hopes that it will be a resource for new board members and beyond. It is not an expectation that the current board use it as a working space.
 - (2) We envision the Google drive as both a library for important information and a collaborative space.
 - (3) All board members will be accountable for updating their information on the drive. We will need to add to a job description (maybe the secretary) that someone facilitates the annual updating and generally manages/ organizes the space.

(4) When do we remove people's access to the suite? We will need to be strategic, allowing longer access for some members for smoother transitions when new board members begin.

5) ITEMS UP FOR A VOTE

a) MATURING CERTIFICATE OF DEPOSIT—The CDs were not actually mature so no vote occurred.

b) IMMUNIZATION POLICY LANGUAGE ADDITION—

i) Need to change the language to say 'Monona Grove Nursery School will not enroll children who are not immunized based on personal conviction'. Sarah Kopczyk made a motion to adopt the new policy language with the change. Maggie Jakubczak seconded and the motion passed unanimously.

6) ADJOURNMENT- Meeting was adjourned at 9:02pm .

7) Next meeting is scheduled for Monday December 16th 2019