

MONONA GROVE NURSERY SCHOOL
BOARD OF DIRECTORS MEETING NOTES
Monday October 21st, 2019

MEMBERS PRESENT: Kathryn Mingione, Katy Kaufman, Nicole Blattner, Danielle, Goldsmith, Kelly Griseta, Kate Brown, Sue Carr, Teresa Bentler, Sarah Kopczyk, Brian Planey, Zach Barber, Donna Campanelli, Stacey Neuman

1. CALL TO ORDER President Kaufman called the meeting to order at 7:04pm.
2. ROUTINE BUSINESS
 - a. APPROVAL OF MINUTES FROM 9/16/19 MEETING
 - i. Sarah Kopczyk made a motion to approve the September meeting minutes. Kathryn Mingione seconded the motion. The motion passed without objection and the minutes for September were approved with no changes.
 - b. REPORT FROM SCHOOL DIRECTOR:
 - i. Enrollment-Sue reported that the Starfish student who left was replaced with another child, so that class is now full. She does not have insight into the low toddler time numbers for Friday second semester.
 - ii. Roof issue—Sue reported that the leak in the preschool (Starfish/ Penguin) room is still an issue. It is a slow drip, but still not resolved. The church had a different roofing company come to look at the issue.
 - iii. Licensing-Sue reported that there were no violations during the monitoring visit that occurred recently.
 - iv. Discussion on full day 4K- A discussion occurred regarding Sue's knowledge of the potential for full day 4K per the governor's newest budget. Board members were wondering if there was something the board needs to do to be proactive about this potential change. Per Sue, the head of 4K for MMSD has conveyed to them that they are at capacity, currently using all the accredited centers they can and all the spaces that are available in buildings in MMSD. It would take the district (MMSD) some time to make full day 4K a reality. Generally the push for full day 4K is due to concerns with low enrollment in 4K for students in poverty. Lower income families and those in poverty often need wrap around care for their children. There are also busing issues in rural areas where 4k students are on the bus for almost as long as they are in school. For MGNS, full day 4K would mean half the students in 4K and they would be at MGNS all day. Does not seem to be a change that will happen in the near future given all the logistics involved for the district.

- v. 4K directors meetings—Sue shared that MGNS will host the MMSD 4K directors meetings on December 3rd and April 7th.

c. FIRST QUARTER FINANCIAL REPORTS THROUGH 9/30/19:

- i. Brian shared a new format for the financial/budget report. It is a cash basis statement. That means when money is in our bank accounts it will be on the reports. The new format Brian presented shows income and expenses for the current quarter, the budget for that quarter and the budget for the fiscal year. Generally, board members expressed that they appreciated seeing both quarterly and Fiscal year budgets side by side in the new format.
- ii. Items of note—Brian pointed out some items of note for quarter 1.
 - 1. MMSD 4k payment is currently 0. MMSD usually sends this in three payments each year so this is not concerning. We are expecting to get those payments.
 - 2. Lunch Bunch, Preschool, Toddler time payments are generally paid in advance so it will look like the income is more than the budget, but it is just ahead due to the nature of how those fees are paid.
 - 3. Fundraising—The butter braid sales were a success. We made more than budgeted.
 - 4. Expenses --Some payments are paid monthly and some are paid quarterly or twice a year. Insurance one payment a year. Rent is a bit ahead.
 - 5. Equipment & Repairs stand out as higher expenses than budgeted. This higher number is due to the expenses associated with the new security system. This really should be listed under a capitol expense. Also, grant money will be used to cover \$1000 of the security system.
 - 6. Sue reported that the t-shirt bill was paid after September (-64.00).
- iii. Overall, Brian reported there is nothing concerning about the Q1 budget. The income and expenses are generally tracking as we expected for Q1.
- iv. Tax filing—Brian brought up doing tax filing. Last year he just completed that task without too much board input. It is mostly just a reporting tool. He is happy to share more information with any members interested this year.

3. ROUND-TABLE CHECK-IN COMMITTEE REPORTS

- a. Teresa (Events Coordinator): Teresa reported the Meet, Greet and Eat went well. At the last minute we needed a few more volunteers but staff stepped up and helped. Teresa will leave notes for next event

coordinator. Board members noted that the salad was popular, so may want to offer salad next year. Teresa also noted that school pictures have been moved to early November. Teachers sent communication regarding this change to all parents.

- b. Nicole Blattner (member at large/advertising)—passed
- c. Donna Campanelli (purchasing coordinator)-passed
- d. Sarah Kopczyk (vice president)—
 - i. Parent meetings discussion—Sarah led a discussion around the February parent meeting including topic ideas and the potential for childcare. Topic ideas shared by staff and board members included: providing positive choices, promoting independence (self-help skills), last year’s ICC on brain based behavior management techniques was really good, internet safety, managing screen time for children, gender development and understanding in children.
 - ii. A suggestion was made to have focus of parent meetings be more targeted. Many felt topics last year were great, but the presenters didn’t seem to have enough time. There was discussion about perhaps having a 90-minute meeting. Things to consider in this time extension would be cost of presenter, and possible childcare expenses.
 - iii. Sarah shared her tentative plan for coordinating the meetings this year:
 - 1. Compile a short list of topic ideas
 - 2. Gather general idea of how many people interested in each topic and who may be interested in childcare.
- e. Katy Kaufman (president)- passed.
- f. Meaghan Cibarich (volunteer coordinator) —Meaghan shared remotely that a few parents have signed up for Scoopie night at Culvers. Two for early and 1 for late shift. We still need 3 more spots filled. The shifts are 4:45-6:30 and 6:15-8:00pm on Tuesday Nov 5th. An event will be put on Facebook. The volunteers will need to wear MGNS t-shirts.
- g. Kathryn, Kelly & Danielle (Fundraising Coordinators):
 - i. Butter Braids—Shared that overall Butter Braids fundraiser was a success. We sold fewer but made the same amount of money.
 - ii. Food Fight Cards—As of the meeting there are 10 more days of food fight gift card sales. Over 1000 has been sold. A reminder will go in weekly wrap-ups and brown bags this week. MGNS will make over \$100. Feel that is not terrible for a first time fundraiser.
 - iii. Qdoba fundraiser vs. Revel fundraiser—Discuss was had regarding the potential for two new fundraisers. One would be a share night at Qdoba in Monona. The other new fundraiser discussed would be a DIY craft night, ie “Parent’s Night Out” at

Revel on the square. This would also be a share night. It was decided to pursue a Revel night on Sunday January 26th and delaying a Qdoba night until later in the spring (maybe early March). Kathryn shared the following logistical information about the Revel night:

1. Needs to be 20 people or 500 spent.
 2. The maximum people in the space would be 49. Given this we would most likely send out a sign-up genius to get an idea of attendance. If really high interest there was suggestions to do shifts or stagger times in the sign-up genius.
- iv. Pizza Raffle—The pizza raffle at Meet, Greet & Eat made \$128. The fundraising officers felt having a table was a good way to welcome people into the fellowship hall. They had out Art Cards, Oliver’s Labels and Food Fight Cards as well.
- h. Kate Brown (secretary)—Kate informed the board about where we are at with setting up Google drive. A committee met and Kate has started working with Google to set up a Google suite for education.
- i. Zach Barber (Equipment & Inventory)—
- i. Security System- Zach reiterated that the security system has been the big spending item for equipment. It was partially installed the day of the meeting. There are some things with the new doorbell that need to be installed before it is fully functional. Staff will see the guests ringing the bell on the doorbell camera. They will be able to communicate with the guests via the app and open the door with the app as well. Staff will not have to physically go to the door to open it.
 - ii. Air Conditioners- Zach shared that historically the air conditioning units were removed every winter and replaced in the spring. He has been working with volunteers to design an insulated cover to go over the units so they do not have to be removed.

4. ITEMS FOR DISCUSSION

- a. Review and discuss proposed policy language re immunization
 - i. Upon review, it was discovered that MGNS’s policy regarding immunization is written to allow exceptions only for health or religious reasons. Sue added information onto the application that informs parents of the immunization requirement and allowed exceptions. Discussion occurred regarding adding specifics about exceptions to the MGNS policy as well as the application. It was decided to hold a board vote on such a policy change at the next meeting.
- b. Review and discuss potential strategies for donor wall appeals
 - i. A lengthy discussion regarding how to make appeals to current and past families for the donor wall occurred. The following were the major takeaways:

1. In December we could do a general reminder via Facebook/ Brown bag or email—this communication would be a reminder of the donor wall so families remember it for potential Christmas/Holiday donations. Also some employers do a matching donation at the end of year so this could be a good reminder for that.
 2. In May we would do a nicer mailing to families, as it is the time of the year that many families are graduating or moving on from MGNS.
 3. Generally thought it was not a good idea to mix the donor wall with other fundraising events, however mentioning it at the 1st parent meeting would be a good introduction for new families.
 - c. Discussion regarding potential use of video for marketing was moved to the next meeting due to Maggie's (advertising coordinators) absence.
 - d. Discussion regarding possibility of providing childcare for parent meetings
 - i. For February parent meetings, MGNS is considering providing childcare. Discussion was had regarding the fee families should pay for this service (which would be provided by MGNS teachers via their contract and the money earned would go into the MGNS budget). The fee would be small but would help people commit to the childcare. Families could have fees waived if it is a hardship. The following suggestions were made: \$5 a kid, \$10 for 2 or more or maybe \$5 a family. It was decided that the flyers advertising the parent meetings would mention childcare option for a small fee. Final pricing will be decided once we have a better idea of interest in childcare.
5. ITEM UP FOR A VOTE
- a. Approval of final revision of closed meeting policy
 - i. Sarah Kopczyk made a motion to approve closed meeting policy as presented. Zach Barber seconded and the motion passed unanimously.
6. ADJOURNMENT—The meeting was adjourned at 8:51 pm.
7. NEXT MEETING—The next meeting is scheduled for Monday Nov 18th @ 7:00 pm.