

Monona Grove Nursery School

Board of Directors Meeting

Monday January 13, 2020

Members present: Sue Carr, Kate Brown, Juli Huston, Danielle Goldsmith, Maggie Jakubczak, Kathryn Mingione, Meaghan Cibarich, Nicole Blattner, Sarah Kopczyk, Zach Barber, Brian Planey, Teresa Bentler

1. CALL TO ORDER Vice President Kopczyk called the meeting to order at 7:05 pm.
2. ROUTINE BUSINESS
 - a. Approval of minutes for 11/18/19 meeting--Maggie Jakubczak moved to approve the minutes. Kathryn Mingione provided a second and the minutes were approved with no objections.
 - b. Report from the school director:
 - i. Sue added a few additions to her director's report. The toddler time numbers are higher than her report indicated. They are now 9 on Monday, 9 on Tuesday, 8 on Wednesday, 8 on Thursday, and 9 on Friday for second semester. Five new blocks will be added to the donor wall with 3 new \$100 donations.
 - ii. Sue and the staff are entering into the busy part of the year. She encouraged board members to talk to people they think may be interested in joining the board next year. There will be a link in the newsletter for interested parents to fill out a Google form. Positions we are recruiting for—Vice President, Treasurer, Fund Raising Support, Events Coordinator, Alumni person.
 - iii. Open house will be happening in early February. There was inquiry about what happens at an open house so Sue shared what open house has been like historically. This year there is a plan to have things in Alliance Hall (bikes, etc). A suggestion was made to have some snacks, perhaps like the type of snacks provided at snack time.
 - iv. Sue also shared information about registration.
 - v. Sue reported that she talked with the teachers about the proposed Alumni board position. They thought it wouldn't have to be someone who is Alumni of the board per says. They felt it would be good to have this position also have a 2-year minimum commitment. There was some question about how long a person could be in an Alumni position. Sue clarified that how long one can be on the board is already in the by laws.
 - c. Q2 financial reports through 12/31/19:

- i. Brian walked us through the income as of December 2019. There was a question regarding the registration fees (only 33.3% of 6 month budget). This fee is paid for the next school year so we will have more coming in with registration this next quarter.
- ii. Fundraising is looking good. There is nothing too concerning over all with income (money coming in).
- iii. On the expense side, the telephone cost went up with the security system, as did the equipment expenses. This was an unanticipated expense at the time of the budget but it was needed.

3. ROUNDTABLE CHECK-IN

- a. Sarah Kopczyk (Vice President) Sarah provided an update on the winter parent meetings. She has secured two presenters. Both are from Imagine a Child's Capacity (ICC). ICC presenters will provide a presentation on screen time and discipline. They are scheduled for March 5th and 11th from 7-8 pm.
- b. Zach Barber passed.
- c. Brian Planey passed.
- d. Juli Huston passed
- e. Meaghan Cibarich (volunteer coordinator) —Meghan reported that the volunteer sign-up for second semester went out to parents. It looks like we are going to be short on volunteers for the spring fling.
- f. Kate Brown (secretary)- passed.
- g. Sue Carr (Director)-passed.
- h. Fundraising Coordinators (Kathryn Mingione and Danielle Goldsmith).
 - i. The spring fling fundraising is underway. Danielle mailed out letters to potential donors(businesses). Waiting for donations for spring fling.
 - ii. Revel share night –Currently 7 people have RSVP'd to come. People don't have to rsvp but it is appreciated. There is a 20-person minimum. Planning to do a Facebook post for Revel night.
 - iii. Art cards went well. Made 234 cards. For the spring we will be trying something a bit different. The cost will be \$2 a card to have them made or \$1 to come, use the supplies and make the cards. The date for this will be April 25th.
 - iv. Fired UP –We made \$330. This year it was 30% of the night's profit. Fired Up changed their policy so next year it will only be 20%.
 - v. Kathryn shared that she will be offering a 2-hour CPR class on 2/29. It isn't certification, but rather important information. Advertising will be going out soon.
- i. Kathryn shared Katy Kauffman's notes—There was a meeting with Angela, the city accreditor. Next things for MGNS to work on include:

- i. Succession planning—What happens if Sue, for an unforeseen reason, is no longer the director?
- ii. Staff Climate survey—Angela suggested doing a staff climate survey to keep tabs on how the staff was feeling.
- iii. Staff medical coverage-Angela encouraged on going exploration of providing staff health care coverage and she provided resources to explore.
- iv. Teacher members of board of directors- Angela shared a concern about having all teachers as voting members on the board. This is unique to MGNS. She suggested having a teacher representative who is a voting member and someone other than Sue.
- j. Teresa Bentler (events coordinator)—Teresa led a discussion on what to do with the money she will be donating from the school pictures fundraiser. A suggestion was made to have canvas prints created from pictures of MGNS kids. These could be hung in the entry hallway. General feeling was positive about exploring this option. Sarah K expressed an interest in helping with looking for deals on canvas prints.
- k. Maggie Jakubczak (advertising coordinator)—Maggie shared she is currently working on advertising for the open house.

4. ITEMS FOR DISCUSSION

- a. Proposal from the long-term planning committee
 - i. In Katy’s absence, Brian led a discussion on a draft proposal from the long term planning committee. Basically, MGNS has a pool of cash resources and the long term planning committee is trying to figure out what our plan is for the resources. The proposal outlines three “buckets” for the resources. Here is the proposed idea:
 - 1. Operating fund/ reserves—This fund would include the cash on hand that we could use to address unexpected expenses. The goal would be to have 3-6 months worth of expenses in this fund.
 - 2. Scholarship fund (what was the sunflower fund)—We want to keep a minimum of about 3 years worth of scholarships (\$3500 a year) in the account. At the moment we have about \$18,000 so no need to replenish right now.
 - 3. Facilities/Capital Projects Fund—
 - a. This fund is for the unexpected situation where a large expense arises, such needing to move facilities.
 - b. Additionally, funds for larger projects for the current facility could come from this fund.
 - ii. The following major points arose during the discussion of the draft proposal:

- a. There was discussion about the “rigid” language of the proposal. At present it sounds like a contract and members were wondering if the language should be edited to sound more like a goal. For example, the boards goal is to have a minimum of approximately 3 months of operating expenses in this account.”
 - b. Sue shared some history of the sunflower fund. It wasn’t intended to just be a scholarship fund. At its start it was meant for buying things for students or families like car seats or snow pants. At the moment we are secure enough that we can just buy those things without needing to dip into the fund. Different large donors have had various intentions for their donation. Some have been donations for “whatever” we need and others have specified their donation is for scholarships. At present, Sue knows who said what. We need to find a way to share this information so not just Sue knows the intention behind the donations.
 - c. There was a discussion about perhaps having 2 savings accounts (scholarship and capital funds) in the event that we would need to access funds quickly. Sue shared that our present savings are robust enough that we could borrow from that if we needed money quickly.
 - d. Some members wondered if we should have separate buckets for the “scholarship fund”. One for scholarships and one for a ‘sunflower fund’ so we know we are honoring requests from donors (ie if a family wants money to go to scholarships we put it in the “scholarship fund” and it isn’t used for purchasing a new slide.)
 - e. The long-term committee needs to meet again to work out some of the aforementioned concerns and adjust the language of the proposal. An updated version should be presented to the larger board at a later date.
- b. Tuition rates for 2020-2021 school year:
- i. Brian led a discussion on tuition rates for 2020-2021 school year. The following are the major points of the discussion:
 - 1. If the board decides on no tuition increase we would be about \$2700 short for the budget. Sue noted that given our savings we could manage with that shortage.

2. We examined tuition at competing preschools. In general, it appears other school's tuition is either much higher or significantly lower than MGNS.
3. The overall feeling from the members and teachers (as reported by Sue) is that we should have more consistency in raising tuition, rather than no raise some years and 7% other years.
4. There was discussion about potentially raising toddler time rates as well. For this meeting, needed to focus on preschool rates so Sue can publish them. Toddler time rate discussion and lunch bunch rates should be looked at future meetings.

c. CALENDAR

- i. Sue shared draft of the 2020-2021 calendar. This will be voted on at the March meeting. Everyone should review and bring back notes on changes to the February meeting.

5. ITEM UP FOR A VOTE

- a. Preschool/4k tuition rates for 2020-2021
 - i. See discussion documented above.
 - ii. Zach made a motion to do a 5% increase given the desire to continue to secure MGNS's finances and future planning funds and a desire to make our rates comparable to competition. Juli seconded the motion. Ten members voted in favor with two members expressing opposition. The motion passed.

6. ADJOURNMENT Meeting adjourned at 8:51pm.

Next meeting:

Monday February 17th, 2020 @ 7:00 pm