

MONONA GROVE NURSERY SCHOOL BOARD OF DIRECTORS MEETING **
Monday, April 20, 2020 8:00 PM

In attendance via zoom : Katy Kaufman, Kate Brown, Sarah Kopczyk., Donna Campanelli., Meaghan Cibarich, Zach Barber, Maggie Jakubcak, Juli Huston, Sue Carr, Brian Planey, Kathryn Mingione, Nicole Blattner, Danielle Goldsmith, Kelly Griseta, Teresa Bentler

1. CALL TO ORDER

- a. President Kaufman called the meeting to order at 8:02 pm.

2. ROUTINE BUSINESS

a. Approval of February 2020 and March 2020 minutes:

- i. Minutes from regular meeting on February 17, 2020
 - 1. A motion to approve the February 17, 2020 BOD minutes was made by Meaghan Cibarich and seconded by Nicole Blattner. The motion passed.
- ii. Summary of discussion and votes conducted over email in March 2020
 - 1. A motion to approve the email votes with the following amendment was made by Katy Kaufman and seconded by Meaghan Cibarich. The motion passed:
 - a. (amendment) Section 2: Tuition Collection; Subsection b: Vote; Subsection ii; should read "the vote was conducted privately, meaning participants emailed Sue and Katy but not the rest of the board. The first motion (number 2 in the section above) passed with 13 voting yea, 4 nay, and 4 people who did not vote."

b. Report from the School Director

- i. Sue reported she is going to move forward with online registration from WECA. She set up a parent "therapy" session for the following Tuesday for parents which will focus on kids' feelings and coping mechanisms.
- ii. Sue noted that she was working with staff to figure out what to do about student "portfolios". General feedback from parent board members was a desire to still receive a type of portfolio that would serve as a keepsake with memories. It was recognized that assessment of goals is a mute point given the current school closure.

c. Q3 financial reports through March 31, 2020

- i. Brian noted that before the coronavirus MGNS was in a pretty good financial position. Last year's net income would have been 18,000. However, this has changed drastically with continued fixed expenses but loss of tuition and refund of fees.

3. ROUNDTABLE CHECK-IN (The following members shared information, those not mentioned passed, with no news to report.)

1.

b. Brian Planey (treasurer):

- i. Brian shared that he was waiting to see if new funds would be come available for a payroll protection loan. As long as we use the funds for payroll it should be forgiven. Given the board approval of this action via email vote, he will plan to move forward when more funds become available.
- ii. Brian also shared that we have CDs maturing in May. Given low interest rates he advised that we should vote cash out the CDs at Monona Bank and put it in our checking account.
- iii. Brian provided the following financial forecast given the effects of the current school closure:
 1. Refunds will be about \$6500. We will be slightly behind budget because we collected 90% of preschool tuition. We enrolled 68 students vs 63 for the budget, which helps some. The payroll is about 17,000 a month. We are looking at a net loss for the year of around 3,000.
- iv. During Brian's roundtable sharing, the board engaged in a discussion about paying rent in May. The LEUCC offered to forgive rent to MGNS in May if we were enduring financial difficulties due to the pandemic. There was general agreement that given our stable financial position we should pay May rent to continue to build our relationship with the new joint governing board of the church.

c. Kathryn Mingione(fundraising):

- i. Kathryn reported the online spring fling auction and Brat Sales are both wrapping up on 4/30. There was discussion about how to announce the 4/30 end date with agreement that a separate email to families would be ideal. The Art Cards and Mallard Game fundraisers are both cancelled. The fundraising team is working on establishing a brat pick up date, probably in June.

d. Maggie Jakubczak & Nicole Blattner (advertising):

- i. Maggie shared that there will be advertising in the Monona Grove News specifically focused on Toddler Time.

e. Kate Brown (secretary)

- i. Kate reminded board members to upload documents to the google shared drive. A suggestion was made to set 5/30/2020 as a deadline for outgoing members.

f. Katy Kaufman(president)-

- i. Katy shared that MGNS representatives met with the joint governing board March 8th. It was a good conversation. They took note that MGNS wants a spot on any new signage. MGNS representatives were generally impressed with the direction of the church. The joint governing board did not have concerns with how MGNS parents were using the parking lot during drop offs and pickups.

4. ITEMS FOR DISCUSSION

a. Draft of operating budget for FY21:

- i. Discussion of draft budget for FY21. Focused on changes to expenses for addition of healthcare, etc. Feedback included the following:
 1. There was a question about where the increase in MMSD payment came from. Brian shared he included that based on last year's budget.
 2. When Brian created this draft, the teacher pay rate for Lunch Bunch had not been voted on yet, so that item will increase.
- ii. There was a discussion about when to vote on the budget given the uncertainty about whether MGNS will receive a payroll protection loan, etc.
- iii. There was general agreement that the May meeting should be held via zoom, with both new and current members invited. A meeting on June 15th will be held in person (hopefully) with new and current board members and a vote on the FY21 budget would occur at this meeting.

b. Potential policy for “unforeseen circumstances”

- i. Rather than writing a broad policy for “unforeseen circumstance” there was a general desire to have a more specific “covid-19” response plan for the fall. A separate small group will work on creating such a document.

c. Alternate Spring Fling and/or other “closure” event for classes/school

- i. Probably not able to have an all school event but maybe individual class events this summer or fall. The staff knows they need to set an end date for the virtual/ remote support. There is not a plan to have a summer program.

d. • How to handle planned asks for contributions from outgoing families

- i. A discussion occurred regarding how to handle asking outgoing families for donations. The general sentiment was that we should wait till later, perhaps the fall, to ask for donations.

5. ITEMS REQUIRING A VOTE

- a. • Policy/action re previous payments for Lunch Bunch, Toddler Time and Field Trips
 - i. Katy made a motion that the board supports Sue in messaging to all families that previous payment for all families will by default be applied to operating expenses but they are welcome to request a credit for next year or refund by filling out a google form to let Sue know. Meaghan Cibarich provided a second. The motion passed unanimously.
- b. • Approval of LB rate for 2020-21
 - i. Kathryn Mingione moved to set Lunch Bunch rates at \$6.50 with a daily rate of \$7 for the 2020-2021 school year. Maggie Jakubczak seconded. The motion carried without opposition.
- c. • Action on maturing CD
 - i. Brian made a motion to cash out the existing CD at Monona Bank. A second

was provided. The motion passed unanimously.

6. ADJOURNMENT

- a. The meeting was adjourned at 10:17pm.**

The next meeting will be held on May 18th @ 8:00 pm