

**MONONA GROVE NURSERY SCHOOL**  
**BOARD OF DIRECTORS MEETING**  
**Monday, February 17, 2020**  
**7:00 PM**

Members present: Sue Carr, Juli Huston, Kathryn Mingione, Sarah Kopczyk, Donna Campanelli, Katy Kaufman, Kate Brown, Zach Barber, Brian Planey, Meaghan Cibarich, Teresa Bentler

- 1) **CALL TO ORDER** President Kaufman called the meeting to order at 7:03 pm.
- 2) **ROUTINE BUSINESS**
  - a) APPROVAL OF MINUTES FROM 1.13.20 meeting:
    - i) Sarah Kopczyk moved to approve minutes from January 13<sup>th</sup>, 2020 meeting. The motion was seconded by Kathryn Mingione and passed unanimously.
  - b) REPORT FROM SCHOOL DIRECTOR
    - i) In reference to her provided report, Sue reported the following regarding registration for the 2020/2021 school year.
      - (1) The penguin class is full with 2 on the wait list. The starfish class is full. The dolphin class is full. The manatees are full (with several as manatees for their second choice). There are 5 families overall on a waitlist with no classes to put them in currently. Sue reported this is typical for this time of the year, however a lot can change between now and September. Sue requested feedback from board members regarding the manatee class, which is mixed aged but as of this meeting, only one 3 year old was placed in that class, with the rest being 4K students. Sue planned to consult with that child's family.
    - ii) Sue reported the heat in the building has not been great. The church has been working on it.
    - iii) Sue is currently meeting with teachers for mid-year check-ins and observations. The staff will be doing a training in April.
  - c) Q2 FINANCIAL REPORTS THROUGH 1.31.20—No board members posed questions for Brian.
- 3) **ROUNDTABLE CHECK-INS**
  - a) Katy Kaufman (president)—Katy noted she is going to put heat on her agenda for the joint council meeting with new church leadership. She asked for feedback from other board members about questions or concerns or comments to bring to that meeting. The following is a summary of that feedback:
    - i) Are they replacing the sign?
    - ii) The cleaning crew is very nice and friendly.
    - iii) Perhaps check in with them about parking needs during day. Sometimes MGNS parents are parking in pastor spots, etc.
  - b) Teresa Butler (events coordinator)- Teresa reported that we need some griddles for the Spring Fling. The canvases have been hung in the entryway and look great! Sarah and Sue are ordering more canvases and placing them between the preschool doors.
  - c) Juli Houston- passed
  - d) Kate Brown (secretary)—Kate provided an update on the Google suite and shared drive for the board. She asked whether board members think it is necessary to have @mgns.org emails, something that can be done with the google suite. There seems to be an overall desire to try some position emails and try it out for a bit. This might include [president@mgns.org](mailto:president@mgns.org), etc
  - e) Kathryn Mingione (fundraising coordinator)—Kathryn reported that the Revel event occurred and there were some toddler time parents that came and those that came seemed to have fun, we made about \$70 dollars. In terms of the Spring Fling, we have about 60% of the desired donations, so we are still working on that. Other upcoming events include art cards, brat sale and a Mallards Game on 6/23/2020. Kathryn needs some help with doing a brat sampling. Sue offered to have staff help cook and serve the brats for a sampling day at school.

- f) Sarah Kopczyk (Vice President)—A reminder that parent meetings are set for March 3<sup>rd</sup> and March 11<sup>th</sup>. Not too many parents have signed up so she requested that teachers send a reminder and make it clear that parents need to sign up, especially if using childcare.
  - g) Zach Barber and Donna Campanelli passed.
  - h) Meaghan Cibarich (Volunteer Coordinator)—Meaghan reported that we still need some people for the Spring Fling. Teachers there will all be working. She will reach out to people to try to fill those spots.
  - i) Sue Carr (Director) –Sue sought feedback from board members about the length of weekly wrap up emails, concerned that some classes have weekly wrap-ups that may be too long. There was mixed reaction from the board and no clear preference. However, there was feedback to have important information (ie upcoming events and such) at the top of the emails.
- 4) ITEMS FOR DISCUSSION ONLY**
- a) DRAFT CALENDAR FOR 2020-2021—The board reviewed the draft calendar. Two suggestions arose including adding a fundraising event at Fired Up on Sun November 15<sup>th</sup> from 11-4 and adding dates for school pictures on the calendar.
- 5) ITEMS FOR DISCUSSION AND VOTE**
- a) LUNCH BUNCH & TODDLER TIME RATES FOR 2020-2021
    - i) There was discussion regarding rates for lunch bunch. Some concern was raised about paying teachers closer to their hourly rate as they are working with children for lunch bunch. Given that desire a vote on these rates was tabled and Brian was charged with calculating some other options that would consider raising teacher lunch bunch pay.
    - ii) There was some desire from board members to raise toddler time rates, however because Toddler Time is a great introduction to MGNS maintaining rates seems to be a logical option. Given that discussion, Kathryn made a motion to maintain toddler time rates; Meaghan Cibarich provided a second and the motion passed unanimously.
  - b) SUMMER CAMP PROPSAL
    - i) Katy Kaufman made a motion to approve Sue's summer camp proposal for \$150 per week with either dates proposed, pending the church approval of building use and dates. Sarah Kopczyk seconded the motion. All were in favor and the motion passed.
  - c) ALUMNI BOARD POSITION DESCRIPTION AND NECESSARY BYLAW REVISIONS
    - i) Zach made a motion to change the purchasing coordinator position to the alumni coordinator in the bylaws. Kathryn Mingione seconded the motion. The motion passed unanimously.
  - d) LONG-TERM PLANNING COMMITTEE POLICY RECOMMENDATIONS
    - i) Kathryn made a motion to approve the policy. Sarah Kopczyk provided a second and the motion passed without objection.
- 6) ADJOURNMENT** President Kaufman adjourned the meeting at 8:41 pm.

**Next Meeting:**  
 Monday, March 23 at 7:00  
 PM