

Monona Grove Nursery School

Board of Directors Virtual Discussions and Votes in response to the Covid-19 pandemic in the spring of 2020. The following is a summary of the official calls for discussion and votes conducted via email from 3.13.20-3.26.20 for open sessions.

1. SCHOOL CLOSING

a. DISCUSSION:

- i. On 3.13.20 President Kaufman initiated a discussion via email regarding closing MGNS due to concerns with the spread of a novel coronavirus.
- ii. President Kaufman and Sue (MGNS director) proposed that MGNS follow MMSD's closure announcement and close schools beginning the following Thursday (3.19.20) through 3.27.20. Board members responded via email with several members questioning whether MGNS needed to delay closing, sharing a preference for closing MGNS immediately. Board members expressing a desire to close on Monday 3.16.20 argued this was necessary to protect students, staff and families from further spread of the virus (even if MGNS had no confirmed cases). Additionally, there was an acknowledgement from board members that unlike MMSD, MGNS did not have to address how to continue to provide meals and wrap around care making immediate closure for MGNS a more realistic possibility.
- iii. As the asynchronous email discussion was unfolding, Governor Evers made a declaration that all schools in the state of Wisconsin would close as of Wednesday 3.18.20. Board members continued to discuss when to close with the majority expressing interest in immediate closure.

b. VOTE:

- i. President Kaufman called for the following vote via email on 3.13.20:
 1. In accordance (and then some!) with Governor Evers's order to close all Wisconsin schools beginning after school on March 18, should MGNS close to all activity effective immediately, with the tentative plan to reopen on April 6 (pending future orders from the governor's office)?
- ii. 12 board members voted "yea" and the motion carried.

2. TUITION COLLECTION

a. DISCUSSION:

- i. President Kaufman began an email discussion regarding the following question--: What is the best way to handle the tuition payment due on April 1. A few key considerations:

- Our fixed costs are largely unchanged by the school closure. We have committed to paying our teachers in full, we still need to pay our rent, etc.
- For many, though not all, families, the payment due on April 1 is the final payment of the year.
- The latest action by Governor Evers, which extended the school closures "indefinitely," has some area districts now planning that schools may not resume until mid-May, if at all during the current school year. (Cue collective gulping noise.)
- One of our CD's is maturing in April and could be cashed out if we feel like current liquid reserves are inadequate.

- ii. The following were the main points which arose in the email discussion:
- iii. There was a suggestion to delay collection till May 1st
- iv. Some suggested we hold to an April 1st collection, citing a delay in collection till May 1st would probably feel strange, but offer families the option to pay all, ½ or none depending on their family situation.
- v. It was highlighted that due to a strong reserve fund, MGNS would be able to sustain payment of teachers without collecting the last tuition payment.
- vi. Some suggested the last payments could be considered donations to MGNS.

b. VOTE:

- i. President Kaufman introduced the following call to vote email on 3.23.20:
 1. Please vote YEA or NAY on the following question -- and ONLY the following question:
 2. Should MGNS communicate with parents that: (1) although we are not in school, we continue to have our regular, fixed expenses, and we continue to pay our staff; (2) we would therefore like to proceed with the regularly scheduled April 1 payments if a family is able to do so and it will not cause any financial hardship, and (3) if a family is unable to make the payment, MGNS will not pursue the payment, and (4) if we are back in school by May 1, we will expect any payments due at that time, but if not, we will not?
 3. If by 7 pm tomorrow, the above vote does not produce 11 YEA votes -- the simple majority required to pass -- then I will call for a second vote with this language:
 4. Should MGNS delay the regularly scheduled April 1 payment deadline to May 1, with the understanding that this delay may lead, de facto, to waiving the last tuition payment for most families?
- ii. 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.

3. LUNCH BUNCH AND TODDLER TIME FEES:

a. DISCUSSION:

- i. President Kaufman sent the following communication draft she created with Sue Carr regarding the toddler time and lunch bunch payments on 3.26.20 and requested feedback from board members. All those who responded approved of the proposed communication.

Your family has already paid for Lunch Bunch / Toddler Time for the duration of the school year. As you know, we are uncertain when we will return to school, and in the meantime, we continue to pay teachers and cover other fixed costs. But we understand that during the school closure, your child is not getting to experience the Lunch Bunch / Toddler Time program that you paid for.

Making decisions about how to handle previous payments for Lunch Bunch / Toddler Time is complicated since we don't know how long the closure will last. Until the length of the school closure is clear and final, we will not be taking any action on these previous payments. But we do have some options for you to consider in the meantime:

- Make your previous payment for Lunch Bunch / Toddler Time a contribution to MGNS. When the closure ends and/or we reach the end of the school year without returning, we will reclassify your previous payment as a contribution to MGNS, with the pro-rated amount based on the length of the closure. To choose this option now: email Sue to let her know you will consider your previous payment a donation. Sue will send tax receipts upon request, so also let her know if you would like one sent to you in June.
- Request a refund. When the closure ends and/or we reach the end of the school year without returning, we will send you the pro-rated amount of the program payment based on the length of the closure. Please note that refunds in any amount will not be available until it is clear how long the school closure will last. To choose this option now: email Sue so she can make a note to refund your money at that time, i.e. when the closure ends and/or we reach the end of the school year without returning.
- Do nothing. This is an overwhelming time, and if this is a detail you don't care to attend to right now, then don't. You can communicate with us about this later.

Please note that if we do not hear from you about this between now and when school resumes and/or June 1, we will absorb your previous payments from Lunch Bunch / Toddler Time as contributions to MGNS. Thank you for your patience and your support as we work through these kinds of details.

A vote will occur at a virtual board meeting to be held on 4.20.2020.