

MONONA GROVE NURSERY SCHOOL

BOARD OF DIRECTORS MEETING

Monday, May 18, 2020 8:00 PM

In attendance via zoom: Katy Kaufman, Sarah Kopczyk, Kate Brown, Lynn Witte, Juli Huston, Jodi Schmitt, Meaghan Cibarich, Amanda Rudningen, Chelsea Fait, Kathryn Mingione, Teresa Bentler, Sue Carr, Patrice Stadler, Zach Barber, Maggie Jakubczak, Dawn Van Horn, Donna Campanelli, Danielle Goldsmith, Stacey Neuman, Brian Planey, Erin Drewes, Nicole Blattner, Cassie Krause, Sherri Stouffer

1) Call to Order

- a) President Kaufman called the meeting to order @ 8:04 pm

2) Routine Business

- a) Approval of minutes from April 20, 2020 - Kathryn Mingione moved to approve the minutes as presented. Sarah Kopczyk seconded the motion and it passed unanimously.

b) Report from the School Director --

- i) Sue reported classes are still full with the exception of toddler time. She needs to give new families a month's warning for July 1st tuition payment. There were no questions about the new online enrollment system.
- ii) Sue also reported some financial information. For lunch bunch fees, she has reimbursed \$1,985 and credited \$625 to next year. Tuition loss is around \$7,000.
- iii) Sue requested feedback on the late pickup option if parents pay for Manatee class. The following were thoughts and questions from the board:

- (1) For families who have conflict may need it everyday so \$5 seemed too high to some. Others thought it would mainly be for families who need it on an occasional day (like every tuesday) and have it be \$5 for 10 minutes extra for

pick up.

- c) ● Most recent financial statements
 - i) Brian reported the financials are trending the way we thought they would.

3) Roundtable Check-In

- a) Zach Barber (Equipment & Inventory Coordinator)
 - i) Zach asked teachers to contact him if there is routine maintenance they need done in their classroom as there were a few things he will be doing at the school.
- b) Kathryn Mingione (Fundraising)
 - i) Kathryn reported the spring fling auction earned \$3565. The brat sale went great and earned over \$1,000. No confirmation as of this meeting, but the fundraising team was working to coordinate a pick up for Brats in late June at the earliest.
- c) Katy Kaufman (president)----Katy reminded outgoing members to upload documents into the shared google drive by May 30th and she provided a thanks to the committee who worked to put this together.

4) Items for Discussion

- a) ● Draft of COVID-19 response plan
 - i) General feedback on the draft plan included the following:
 - (1) The section which outlines that teachers would continue to be paid, may want to include some teacher work expectations or language that indicates that teachers will continue to work “remotely”, providing virtual educational opportunities.
 - (2) There was concern with the layout of the subjects. For example, the prorated refund information should be in the same section as tuition information.
 - (3) There was a question about what would happen if we collect 3 months of tuition and then we do not open or close shortly after opening in September. The thought is that we would prorate tuition payments then in future months and hardship would be considered.
- b) Opening in the fall for 4K and preschool programs
 - i) Ideas shared during this discussion were as follows:

- (1) General support was for opening when/if MMSD opens.
- (2) If MMSD does virtual 4K could we split and move to a smaller size class? Zoom meetings for this age with 18 kids seemed to large to many parents.
- (3) Can we decide earlier than MMSD? Do we know when MMSD will make a decision?
- (4) Could we do a MW in class, TTH virtual alternating class? Sue shared that we would have to meet the 4K requirement of Hour to hour half a day of learning time for every student.
- (5) Sue has been involved with WECA--One thing she is working on with their guidance is collecting supplies such as sanitizer and cleaner/disinfectant. Although not available now, she has made an order for the fall.
- (6) Do we hold 3K if 4K doesn't go to school? What are other options? Is there another reason to not follow MMSD closing? Some suggestions to consider waiting on starting preschool if schools are virtual in September.
- (7) What do we do when people don't want to pay July and August tuition payments? After discussion it was decided that Sue will collect the July payment and we will determine if we are going to collect the August payment at the next board meeting.

c) ● Toddler Time in 2020-21

- i) ○ potential changes to program structure
 - (1) After discussion, the board agreed to change the maximum enrollment to 5 with no minimum for now and reevaluate at the June meeting.
- ii) ○ decision to operate at a loss
 - (1) In a typical year close toddler time classes with small numbers. Given that Toddler Time families often become preschool and 4K students, the board decided it would be necessary to operate toddler time at a loss next year with a maximum of 5 students (6 required per class to break even).

d) ● Lunch Bunch in 2020-21

- i) Given that we will most likely follow MMSD with opening, at that point it

seems unlikely that we wouldn't be able to do lunch bunch, so the feeling was to move forward as if we were opening in the fall. Will need to reevaluate at the June meeting if it becomes clearer that school may open with restrictions such as no mixing classes, etc.

- e) Revised draft of FY21 operating budget
 - i) There were no questions or comments for Brian.

- f) Explanation of new online enrollment system
 - i) Sue shared that they will be doing enrollment paperwork online. We will not be paying for service for a full year. The system also has a way to contact everyone via text in an emergency situation.

5) 5. Items Requiring a Vote

- a) • Adoption of 12-month pay cycle for all staff
 - i) Maggie Jakubczak moved to adopt the 12 month pay cycle. Sarah Kopczyk seconded. No opposed. The motion passed.
- b) • Reconsideration of previous action on maturing CD
 - i) Brian made a motion to take the maturing CD at Monona Bank and deposit into a 9 month CD at Monona Bank and the Cd we have at Summit into a 3 month CD at Summit. Zach Barber provided a second. No one opposed. The motion passed unanimously.

6. The meeting was adjourned at 10:05 pm.

The next meeting will be held June 15th. Location will be determined.