

Monona Grove Nursery School
Board of Directors Meeting
Monday, April 19, 2021
7:00pm
(Open Session)

*** Due to social distancing recommendations, this meeting was conducted via Zoom.*

In attendance: Sue Carr, Kathryn Mingione, Stacey Neuman, Dawn VanHorn, Meaghan Cibarich, Juli Huston, Chelsea Fait, Danielle Goldsmith, Nicole Blattner, Amanda Rudningen, Sarah Hackett, Zach Barber, Jodi Schmitt, Aimee Wendt, Sarah Kopczyk, Patrice Sadler, Clint Cecil

1. 6.Call to Order

a. President Mingione called the meeting to order at 7:17 pm.

2. Routine Business (Introductions around for Clint, potential board member)

a. Approval of Minutes from March Meeting

i. Meghan Cibarich made a motion to approve minutes with a correction to Amanda Rudningen's name. Sarah Hackett seconded the motion. The motion passed without objection.

b. Report from the School Director

i. Sue answered questions about her director report. The following were important points discussed:

1. Sue confirmed that virtual students will also take the PALS assessment, with an "opt-out" option available. This is assuming PALS will be delivered virtually as well, in lieu of zoom meetings
2. Generally interest and enrollment for 2021-22 is looking positive.
3. Sue discussed the timeline for hiring a new am 4K teacher.
4. Sue reported the licenser came and everything was fine.
5. Yoga is beginning for all learners via zoom.
6. Sue addressed some questions for next year regarding cleaning which led to a discussion about helping parents next year and the broader question whether vaccinations will be a requirement for parent volunteers. That topic will need to be addressed at a future board meeting.
7. There was some discussion about MMSD contracted payments, health orders, and class sizes. A cap is set at 18. Previous years there was some flexibility with 3k & 4k, now there will need to be a cap.

c. Financials

i. Amanda reported our cash on hand is steady. The PPE loan is expiring. The Profit and loss statement is on track. Amanda discussed the MMSD payment (may look lower but is on track). Cleaning expenses are a new budget line. The air purifiers were covered by a grant.

3. Roundtable Check-In:

- i. Kathryn (Board President):
 1. Kathryn reminded the Board of Directors to make sure to update profile and job description per documents; shout-out to Danielle and Aimee for an amazing Spring Fling; updates on next year's board: several positions still open, however we have some candidates to plug in.
- ii. Fundraising: (Danielle and Kathryn)
 1. We can do the Brat Fundraiser, however they have raised their prices. Discussion occurred regarding how to handle the price increase. Raising the price of a pack seemed reasonable to some. There will also be a later pick up date, into the summer. Overall it was decided it was worth having the fundraiser and seeing how much money we could make since there isn't a minimum order from the company. Some discussion about the timing of when we might send home order forms and have orders due. Possibly offer less options to make it simpler to process.

4. 4. Items for Discussion

- a. Budget Draft Fiscal Year 2022
 - i. Amanda: looking at modified and approved budgets (covid vs normal year)
 1. Income section: tuition numbers approved at prior meeting were updated, approx. number of students x approved rates; lunch bunch numbers quite uncertain based on covid year.
 2. Questions:
 - a. MMSD payment seems higher (reason being we increased students, projections of 1.4 increase from prior year); uncertain about lunch bunch staff salary portion, lunch bunch revenue included (income will go away but less on salary)
 3. Expenses:
 - a. major changes will be rent difference, insurance may potentially change, bank charges (will be starting a charge for credit card and bank processing fees), cleaning supplies are new line items (used March to estimate annual)
 4. Best guess, given unknowns for next year, is a net income of \$10, 834. Grants and forgiveness of debt income is helping offset salary, rent, utility, etc. Thank you Amanda for the coherent Budget presentation!
 - b. Draft Calendar 2021-2022
 - i. Kathryn presented a draft of a calendar. Board of Directors meetings continue to be scheduled for the third Monday of the month. Only formatting suggestions at this point.
 - c. Policy Updates - Proposed Revisions
 - i. Options for tuition payment
 1. Main change: now people can pay with ELV, via credit card or

with checking. Discussed adding a family fee to offset cost.
Policy statement will be general to “there will be a fee for credit card processing. (fee-free with check)

- ii. Policy for staff requesting and getting approval for PTO
 - 1. Staff will request time off with google form, differentiating sick time vs. pre-planned vacation time.
- iii. Health Insurance Review Process
 - 1. Main change would be the Executive Committee, not whole board to consider

5. Items Up for Possible Vote

- d. Approval of policy updates: Sarah Hackett moved to approve policy updates. Nicole Blattner seconded the motion. The motion passed unanimously.

5. Adjournment

- a. President Mingione adjourned the meeting at 8:23pm

*Next Meeting: Monday, May 17, 2021 @ 7:00pm (**Vote will be conducted via email one week prior to determine if meeting will be held in-person or via Zoom.)*