

New Morning Nursery School
Board of Directors Meeting
Tuesday, May 29th, 2018

April Denton, Meghan Krause, Cherish Orozco, Kate Patterson, Brenda Benzschawel, Alicia Weich, Marita Herket Oakland, Emily Foster, Brittan Keeseey, Elisa Romanowich, Rae Reeson, Jenny Zimmerman, Kate Patterson, Lindsay Suttin, Molly Hamm, Julie Colmar Davis, Suzanne Lee, Sarah Lipman, Brenda Chamberlain, Melissa Norstedt, Elizabeth Winston

AGENDA

- I. Open Forum
- II. Introductions of Old and New Board Members
- III. Approval of April Minutes- approved by Elisa, seconded by Cherish.
- IV. Director's Report
 - a. New Morning signed a new 3 year lease from Wingra. They have added a non-renewal clause for 1 year but have no plans in the near future of changing their space.
 - b. A part time teacher was hired to teach with Suzanne.
 - c. Enrollment update for summer and next school year:
 - i. For the fall, morning classes are completely full. There are openings in the afternoon classes. Willow PM is in need of increased enrollment.
 - ii. Summer is slowly filling up however there is space in all classes (only 1 opening in the Birch room).
 - d. Financials: April Financials and Fundraising Summary
 - i. Current liabilities under tuition (held in account until next year)
 - ii. Future fund looks negative because of purchasing the Kalahari tickets and Ipad for the auction, however money was made on these sales so there will be positive amount once deposited.
 - iii. Still working on the Yelp dispute. Money was returned but still could be taken back out once dispute is settled.
 - iv. Spanish 4K is under other miscellaneous
 - e. Annual fundraising summary
 - i. Total funds raised: \$19,010.79
 - ii. Spring Auction: (before expenses: \$12,980, after: \$10,372.94), total spring auction activities: \$16,187.94
 - iii. Other activities: \$2,822.85

1. Ideas welcome on how to raise more money on apparel fundraiser.
- iv. Future funds used for (\$15,718.57):
 1. 6 student scholarship
 2. Playground improvement
 3. 4K spanish
 4. Donation to Wingra's playground
 - v. Proposals for improvement: (\$2,230) (Meghan motioned to approve, Cherish seconded)
 1. Ceiling fan for Oak Room and installation (\$250)
 2. New Carpet for the Willow Room (\$1,100)
 3. Upper play yard structure
 4. Commemorative garden stones
 5. Block storage cabinet on lower play yard
 6. Staff member wants to obtain credentials for Early Childhood Education degree. She obtained scholarship funding that would require school to pay 15% of cost.
 - vi. Proposed professional Development Policy created to assist staff members with ongoing education, fees for professional development, pursuing higher education degrees.
 1. Discussion regarding length of employment required after education completed. Further research will be done into typical policies for city vs rural policies as well as the contract for T.E.A.C.H scholarship. April will email proposed changes to board to vote.
- f. President's Report
 - g. End-of-Year Wrap-ups
 - i. Auction
 1. Fundraising reviewed- slightly less money was raised overall compared to previous years, but the auction went well, particularly the live auction at the bar.
 - ii. E-news
 1. Meghan reviewed process for creating E-news and encouraged on coming board members to maintain this service. Typically a template is created on Tuesday, teachers provide information

by Friday and the news is published on Saturday. Total time for this job is ~2 hours/week.

- iii. Communications and Marketing Plan moving forward
 1. Information shared regarding dropbox account.
 2. Ideas to update the website in the future are welcome, this is something that was discussed this past year but did not happen.

V. Committee Reports

1. Internal Fundraising
 - a. The planet wise fundraiser generated \$64.
 - b. This coming school year there will be an election day bake sale. In the past these bake sales have been very successful.
2. Social: Year-End Picnic
 - a. There will not be a live music performance this year however there is a volunteer from Tinkergarten that will be leading an activity for children.
3. Treasurer
 - a. Melissa will take over as treasurer and will work with Jenny on this transition.
4. Personnel – teacher appreciation week wrap-up
 - a. Reflected on how the week went- all activities were a success. ,
5. Marketing- nothing new to report at this time.
6. Willow Room- nothing new
7. Birch Room- nothing new
8. Oak Room
 - a. There will be cards available to sign for Jacqui and Cheryl.
9. Volunteer Coordinator
 - a. New board member Sage will take over this role.

VI. Other Business

- a. Turn over leadership

VII. Adjournment. Meeting adjourned at 8:15 pm.

Next Meeting: Monday, August 13th, 2018 at 7pm in the Wingra Library