

New Morning Nursery School
Board of Directors Meeting

Monday, November 12th, 2018

AGENDA

- I. Open Forum
 - a.
- II. Approval of October Minutes
 - a. 1st – Julie Colmar
 - b. 2nd – Sarah Sherman
- III. Director's Report
 - a. Financials
 - a.i. Got first MSCC payment. Cash flow is fine.
 - a.ii. Jen Lucas contribution - \$300
 - a.iii. Tshirt orders – most went into September. Small amt will post to Oct.
 - a.iv. Mabel Labels – continues to contribute even though we aren't promoting. Decided to add it back especially with winter coming up and reminding parents to label. Will call it out in this next newsletter and then keep in the ongoing fundraisers section.
 - a.v. Publicity expenses – Facebook, Middleton back to school guide, Wordpress renewal expenses in Sept.
 - b. Enrollment Update
 - b.i. Enrollment – If we don't open MWF afternoon it wouldn't be advantageous for school. There is 1 family from morning that would likely be will to switch to afternoon. April thinks it would be easy to fill a morning spot. 6 students is the minimum needed for a class. Will see if there are any other morning families interested in switching. Will also see if we get any from the January Open House. This time of year, April sends out a survey to current families to see what they are thinking for next year. Winter break is a good transition time to make this switch back.

c. 4K Info Night Dec 5th

- c.i. From 7-8 on 12/5. Teachers give a presentation on what our 4K is like and how it differs from the public school. This will be in the director's update in the newsletter. Will also put this on the website and then link to this in the newsletter. Possibly get a parent volunteer to speak this event.

Notes - Donation from the Gorman family \$1383 for future funds. Prior donors are reviewed periodically.

IV. President's Report

a. Board Initiatives (Communications, Enrollment, Board Roles)

- a.i. Removed Community Pledge and replaced with the Enrollment Initiative. This is an important item for board focus.

b. Spring Auction Planning update

- b.i. Decided to go with the Edgewood Space. We can get in at 3/16 which is the Edgewood spring break and before our spring break. Will send a save a date in the next e-news to update on date/space.
- b.ii. Will check to see if they except cash only or credit card for the bar.
- b.iii. There is plenty of parking throughout campus.
- b.iv. Will look at scheduling one of our board meetings there in Jan/Feb so the board can see it in person.
- b.v. Looking for volunteers to join the planning committee.

v. Committee Reports

1. Marketing Committee – Update (enews, web, open house)

- a. Ashly updated the template which is helping Jerilyn save a lot of time. 75% of receivers are opening the newsletter and reading it.
- b. Jerilyn is not always getting the information in a timely manner. Struggling with the Oak Room getting the updates back in time.
- c. Jerilyn needs the update by 7pm on Thursday.
- d. April will talk to the teachers about this and see if they have any suggestions.

2. Fundraising- Election Day wrap up/Charleston Wrap orders

- a. Election Day bake sale – Cherish providing detailed documentation from this year to be used for future including notes about coffee donation and soliciting that in tandem with other event asks. We used Madison Chocolate Shop and they were very generous with the amount they provided. Lindsay will send a thank you.
 - b. Charleston Wrap – Orders close tonight. We need to be at \$2500 to get \$1000 back. We are currently just over \$2000.
 - c. Will skip the Square 1 Art fundraiser for this year due to earlier timing of auction and other factors.
 - d. No date yet for Families Dine Out. Will reach out to Gates & Brovi. Will target a date in February.
 - e. Sarah Sherman will check in with Chocolate Shoppe to see what opportunities they have for Families Dine Out in the spring.
3. Social- Pancake Breakfast wrap up
- a. Profit from this event was \$791.53.
 - b. Used griddles on the stove which made making pancakes a lot faster. You can fit 2 griddles on the stovetop.
 - c. Ran out of pancakes at 9:30. We made more quickly this year. But we need to have more on hand before the event starts.
 - d. Ran out of coffee. Look at asking Madison Chocolate for coffee next year.
 - e. Maybe look at having volunteer to help plan some games to keep kids busy.
4. Personnel – Holiday Bonus Fund
- a. Bonus needs to be turned in by 12/11
 - b. Send an email to parents on 11/28 and flyer in tubes the 28th or 29th.
 - c. Put a preview in the newsletter for this week 11/17
 - d. Put out stationary by bathrooms with a note to parents to sign one.
5. Treasurer – Update
- a. No update
6. Oak Room – How are things going?

- a. Got all of the beginning of the year stuff complete and not too much going on.
 - b. Successful play date at Badger gymnastics.
7. Birch Room – How are things going?
- a. Successful play date at Badger gymnastics and zoo.
 - b. Everyone showed up for a conference.
8. Willow Room – How are things going?
- a. Playdate at Eugsters, Badger Gymnastics, Sequoia Library (T-TH class only)
9. Volunteer Coordinator – Update
- a. A little trouble keeping the online list and physical list synched up.
 - b. Lindsay will coordinate with Sage on volunteers for the auction.
10. Teachers – Update
- a. Staff meeting this week.
 - b. Continuing education through the year.
 - b.i. Training coming up on Conscience Discipline.
 - b.i.1. 10 module course

vi. Other Business

vii. Adjournment

Next Meeting: Monday, December 10th at 7pm in the Wingra Library

☐ This is an important meeting to decide the budget for the following school year!

☐ Please bring a holiday treat to share if you would like ☐!