

# New Morning Nursery School Board of Directors Meeting Minutes

Monday, August 26<sup>th</sup>, 2019

- I. **Welcome & Introductions** - Melissa Norstedt - Treasurer, Emily Kerrigan - Oak Parent, Jodi Carlson - E-News, Suzanne Lee - Teacher, Cherish Orozco - Secretary, Lindsey Wilcox-Cooper - Willow Room Parent, Sarah Sherman - Birch Room Parent, Katie Garvey Kothari - Social Media, Keri Schlecht - VP, Lindsay Suttin - President, Brittney Keesey - Personnel, Emily Foster - Social Committee
  
- II. **Approval of May Minutes** - Sarah approved and Brittney seconded. Going forward, the draft of minutes will be sent via email to the board for any edits. The final version after will stand as the approved minutes.
  
- III. **Director's Report**
  - a. **Board Orientation** - Reviewed the Board Handbook and all members were asked to sign the Board Confidentiality Agreement. Discussed the need to update board roles within the handbook. April will review the draft copy of updates that Lindsay sent via email.
  - b. **Enrollment Update** - Willow MWF PM - 5 openings; Oak PM - 3 openings.
  - c. **Project Updates** - Reviewed Program Improvement Proposal for 2019 which included Estimated vs. Actual cost. We were able to complete all planned improvements. Picnic table just needs to be assembled. Part of this year's Board Initiatives is to get a policy in place for annual program improvements. Separately, the commemorative rock for Kathryn purchased last year from a separate fundraising campaign just needs to be transported to school grounds.
  - d. **Year-end Financials 2018-2019** - Reviewed Updated Budget from last year. Being under-enrolled last year left us with a \$20,000 deficit in the budget. We also had a few higher costs in areas - ex: publicity costs due to job posting sites. These things were mitigated by our fundraising efforts just under \$20,000, adjusting teacher schedules/salaries (Willow PM class shift, change in summer staffing, etc.), and general frugality with other costs. We still ended up being able to contribute about \$9,000 to the Future Fund.
  - e. **Financial Considerations for 2019-2020** - Discussed the current cost of the school's AT&T landlines, three numbers, and internet. April has reached out to Wingra to see if we can combine with them in some way to save on cost. Additionally, Brittney will look into other options for phone, internet, and fax with her husband.
  - f. **Parent Work Days** - Saturday went well overall. Issues with bees that day are being taken care of by the Kerrigan family. Additional work day Tuesday AM and PM.
  - g. **Back to School Meeting** - Staff expressed desire to send classroom newsletters directly to families to avoid pictures being distributed elsewhere and allow for more time to compile content. Board Members felt strongly that consolidated communication was important and confirmed pictures were not in the e-news published to the website. A compromise was made to extend the teacher deadline from Thursday afternoon to Friday at 7pm. Jodi will schedule it to be sent Sunday at 6am. Given the disconnect in parents checking one box for pictures on New Morning forms and another for pictures on the 4K MMSD registration, New Morning teachers, this year, can clarify for parents that only New Morning's forms are considered. Next year, April will try and update the forms with some language that clarifies MMSD preferences are not observed - only New Morning forms count.
  
- IV. **President's Report**
  - a. **2019 - 20 Board Initiatives**

- i. Establish Program Improvement Policy - We will get a policy in place so that staff can count on funds each year to prioritize and purchase things as needed. This can be used to forecast needs for fundraising efforts.
- ii. Assess hours - This is related to drop-off/pickup times and a survey was distributed at the end of last year regarding this topic. April to present summary of findings in next meeting to guide action steps.
- b. **Parent Night** - Thursday, September 19th. Board Members to attend and introduce themselves.
- c. **Auction Date** - March 21<sup>st</sup>, 2020 at the Stream at Edgewood

## V. Committee Reports

- a. **Internal Fundraising:** Keri presented and group discussed the 2019-20 fundraising plan including: Apparel (new design while still including NM branding, online store, and longer order timeline), Souper Bowl (new this year), Pancake Breakfast (possibly add pictures with teachers or Bucky/cheerleader), Spring Dine outs (Gates & Brovi, Chocolate Shoppe and maybe Tin Fox or other), Election Primary Bake Sale (if doing this, we'd keep it simple given proximity to auction date), Spring Auction, Amazon Smile, Mabel's Labels, and Tea Collection (done in previous years). Not expected to pursue Square 1 and will not repeat Charleston Wrap this year.
- b. **Social:** Back to School Picnic & Ice Cream Social (9/11) - No food carts this year given past challenges. Instead, bring your own picnic. Flyers going out; Water jugs
- c. **Personnel:** Teacher contracts are signed. Two new teacher pictures and bios on the website.
- d. **Marketing:** Website/Facebook/Enews - Ashley made several website updates. Katie just got ramped up on the Facebook account and will manage going forward. Jodi will sent first e-news on Sunday September 8th. First deadline for teachers on Friday September 6th at 7pm.
- e. **Treasurer:** No update
- f. **Room Parents:**
  - i. Welcome email to families to be sent before school starts and include signup for room jobs. Discussed how this could come from April or parent, but the latter was preferable.
  - ii. Back to School Coffees - September 9th and 10th
  - iii. Snack Reminders - snack calendars expected Tuesday from April. Room parents to send until someone signs up for this job. Discussed streamlining this in an automated way across classrooms. Room parents can decide best plan.
- g. **Teachers** - Suzanne said all is well and staff is ready for the school year.
- h. **Volunteer Coordinator** - No update.

Next Meeting: **Monday, September 16<sup>th</sup> at 7pm**, Room 108, Wingra Library