

New Morning Nursery School Board of Directors Meeting Minutes

Monday, Sept 16th, 2019

- I. **Attendees** - Lindsay Suttin, Amy Hahn, Katie Garvey Kothari, Emily Kerrigan, Keri Schlect, April Denton, Melissa Norstedt, Brittney Keeseey, Cherish Orozco, Jodi Carlson, Suzanne Lee, Sarah Sherman, Ashley Russell, Sage Books, Lindsey Wilcox-Cooper
- II. **Director's Report**
 - a. **Enrollment Update** - We've surpassed budgeted tuition for the year. Since the last month's meeting, we've added two Oak PM students and have a family coming to look at Willow PM. This year we have ~\$4K of forfeited fees from student withdrawals, as compared to \$450 last year.
 - b. **Project Updates** - All program improvements from last year complete. iPads and bluetooth speakers have been huge improvements in each classroom. Kathryn's rock has been delivered to school by the tree. Chase Zadnik built table for Willow playground. We had a good turn out for work days and those who couldn't attend have asked April for alternative projects. Brittney is still researching phone/fax/internet options for the school overall.
- III. **President's Report**
 - a. **2019 - 20 Board Initiatives** -
 - i. Program Improvement Policy - Cherish & Suzanne offered to get this started with April.
 - ii. Hours Assessment - April is still planning to synthesize the survey results from the end of last year. After that, we can decide on next steps (re-survey existing/new parents, etc.)
 - b. **Parent Night 9/19** - We filled the remaining food/drink spots with board members. Confirmed our audience for the Meet the Board gym portion - while still open/encouraged for all parents, it's mostly for new families. For these intros, each person should add a sentence or two to share details on their role:
 - i. April - overall school pieces along with Community Pledge
 - ii. President - overall role of board, auction, etc.
 - iii. VP - a few fundraising events (Soup event, t-shirts, bake sale, etc.)
 - iv. Social - a few social events (Pancake Breakfast, picnic, etc.)
 - v. Personnel - holiday bonus + teacher appreciation
 - vi. Marketing - read the e-news (Ashley), Facebook (Katie)
 - vii. Treasurer - tuition, etc.
 - viii. Room Parents - reiterate e-news + anything supplemental to what was mentioned in classroom
 - ix. Volunteer Coordinator - promoting e-news and Signup Genius
 - x. Secretary - availability of board minutes on website
 - xi. Teachers - important part of board as well (currently role split between Suzanne/Rebecca)

IV. Committee Reports

- a. **Internal Fundraising** - No update but talked about potential committee for Soup event. Keri will sync with April.
- b. **Social** - Picnic was well attended. Talked about doing Friday of first full school week going forward and maybe reconsidering pizza option. Jodi going to include a picture of picnic in the next e-news. Social committee working on Pancake Breakfast next.
- c. **Personnel** - Brittney collecting remaining teacher profiles for website. Ashley will help put those up we've received so far. Brittney also connecting with teachers in the next week or so.
- d. **Marketing (Website/Facebook/Enews)** - No major updates, but revisited the "Donate Here" button to have on our website (with PayPal on the backend). Ashley to reconnect with April on this.
- e. **Treasurer** - Confirmed how we have no students on scholarship this year. We had a couple of requests to handle tuition payments online, we discussed trying out some sort of on-line payment (paypal or Venmo) as a test with a few board members for tuition payments. April and Melissa can then determine if the output they need for accounting would be viable with this solution.
- f. **Room Parents: (Willow/Birch/Oak) -**
 - i. **Overall** - Discussed snack reminders and we agreed to keep them as-is since some families depend on them. April sends an email to super cleaners who sign up on green sheets. It's not necessary to include this job on the classroom Sign up Genius. "Super Cleaners" and "Classroom Clean-ups" will continue to be promoted in the e-news and will be added to Facebook for those events. We can also reiterate that people can do all, just a few, or even just one clean-up event. All help is welcome.
 - ii. **Oak** - Playdate planned for end of September in the Park. Playdate at Badger Gym in October (no school) and we'll give Badger Gym a heads up we're coming. Most volunteer parent jobs filled.
 - iii. **Birch** - Playdate went well last weekend. May also join Oak at Badger at end of October. All volunteer parent jobs filled.
 - iv. **Willow** - Playdate this Saturday. Jobs filled except laundry second semester which Keri offered to take on.
- g. **Teachers** - All is well. Student teacher, Emma, started this week in Birch. Oak may get one, but if not is still well covered with Cheryl as the float teacher. Suzanne reminded everyone that pictures weren't in Oak newsletters, but are in Birch and Willow - you just need to scroll down - can reiterate in parent meetings.

Next Meeting: Monday, Oct 21st at 7pm, Birch Room