

**New Morning Nursery School**  
**Board of Directors Meeting**  
Monday, Oct 21<sup>st</sup>, 2019

**I. Director's Report**

- a. As in past years, the school will participate in Second Harvest's "Share Your Holidays."
- b. **Financials** - Reviewed year-to-date and monthly financials inclusive of August and September. Notable items included the registration/sign-up tuition payments and fees, forfeited fees, new staff training, startup school supply expenses, and our annual servicing for our copier. We also discussed our printing expenses for back to school packets and family handbooks and potentially printing the latter only for new families next year

**II. President's Report**

- a. 2019 - 20 Board Initiatives
  - i. **Program Improvement Policy** - Cherish created a draft that has been shared with April, Lindsay and Suzanne as well as the rest of the staff. Discussed including the need to conduct a thorough upfront needs assessment that can be revisited each year. Additionally, the set dollar amount will come from Future Funds so that can be the tie-in for fundraising each year. Cherish will revise the policy and send to April for review and then circulate with the board.
  - ii. **Hours Survey Summary** - Lindsay and April have reviewed the survey findings and are gathering staff input. Will have more in the next meeting. The findings will be summarized and then shared with parents.

**III. Committee Reports**

- a. **Annual Fundraising** - Discussed the Spring Auction and a few ideas from other auctions board members have attended. Also discussed promoting Mabel's labels more prominently in this week's e-news given the season change.
- b. **Social** - The Pancake Breakfast is coming up Saturday 11/2. April will emphasize the need for parent helper the day of the event in her section of the upcoming e-news. Two coffee carafes have been donated by EVP. We will make any additional coffee needed in the NM cafe.
- c. **Personnel** - Holiday fund will be discussed at next month's meeting. For the website teacher pages, Brittney and Ashley will fill in remaining gaps (Jamie needs questions + Diane needs questions instead of bio).
- d. **Marketing (Website/Facebook/Enews)** -
  - i. January Open House - Ashley will send a promotional flyer to April the Dudgeon-Monroe neighborhood newsletter (due by Nov 1). Lindsay checking with Katie as her husband is on the Vilas neighborhood board in order to promote there. We expect to promote the Open House in all close neighborhood newsletters as well as Madison Mom's Blog.
  - ii. Ashley will create a link in the e-news for snack calendars that takes parents to the NM website instead of Jodi having to insert each class's snack calendar each week.
- e. **Treasurer** - No update.
- f. **Room Parents** -
  - i. Willow - Playdate scheduled for this Thursday 9-11am on the playground
  - ii. Birch - Sassy Cow tour scheduled for Friday at noon, but requires a minimum of 15 participants; Badger Gymnastics is a potential alternative
  - iii. Oak - Playdate scheduled for Badger Gymnastics Open Gym Friday 10am-12pm.

- g. Teachers** - Conferences are going well with most families able to attend. The Wisconsin Early Childhood Association (WECA) had a bus tour of different schools with focus on play-based schools that incorporate nature. They chose our school and visited last weekend. We discussed adding this to Facebook to share the news.

**Next Meeting:** Monday, November 18th - 7pm, Birch Room