

New Morning Nursery School  
Board of Directors Meeting  
Monday May 18, 2020

- I. **Attendees:** April Denton, Lindsay Suttin, Brittney Keesey, Rebecca Anderson-Brown, Suzanne, Lee, Amy Hahn, Emily Kerrigan, Jodi Carlson, Ashley Russell, Lindsey Cooper, Kate Patterson, Sarah Sherman, and Cherish Orozco
  
- II. **Director's Report**
  - a. **Enrollment Update** - April added one new 4k student. True enrollment numbers are still unknown given the current state.
  - b. **Financials**
    - i. We reviewed the financials through the end of March 31st. A few items were called out including: our second MMSD payment, money earned from Crocodile Smiles school photos, printing costs for portfolios, our \$500 donation to Monroe Street Arts Center, \$200 for Kindergarten Panel teacher gifts, 4k Spanish, and a reduction in the Future Fund given the market.
    - ii. With regard to the Future Fund, April noted that although it dropped to \$570K at the end of March, the amount rebounded to \$607 by the end of the month of April.
    - iii. All auction earnings have been deposited. Donations of tuition amounted to ~\$13K and ~\$6K was refunded. If no summer program is held, we will have an additional amount to refund of ~\$2K.
    - iv. We reviewed projected financial scenarios for 2020-2021. April ran our budget against a few enrollment percentages between 50-91% enrolled. With a potential expected enrollment of 78% (as an example of reducing class sizes either from opt out and/or mandate), New Morning would be left with a budget deficit of ~\$90K. This was an initial look. The COVID-19 committee and board will continue to revisit this as we know more.
  
- III. **President's Report**
  - a. **COVID Committee Update**
    - i. The COVID Committee consists of April, a teacher representative from each class, the current Board President and a few additional board members.
    - ii. The committee is in place to help facilitate New Morning's response to, and future school plans regarding, the pandemic.
    - iii. The committee sent a survey out to poll parents on their thoughts and plans given the current state. There has been a high response rate with ~65 surveys back so far. Results are expected to be shared at the next meeting.
    - iv. While no definitive decision has been made, summer school is not likely. We did, however, vote to continue paying April's administrative salary through the summer. Cherish motioned, Emily seconded and the board unanimously voted in favor of this.
    - v. Some additional COVID discussion included:
      1. Cleaning - costs are included in our Wingra building rent, but we expect staff and/or parents will need to do additional on this front next year.
      2. Wingra school is also forming a committee and April will be on that to ensure a joint plan for the building, parent/student access, etc.
    - vi. The next COVID Committee meeting will be just after the stay at home order expires.

## **b. Board Initiatives Wrap-up**

### **i. Program Improvement Policy**

1. The policy was drafted earlier this year and April compiled initial lists from teachers on desired items for classrooms and the school. The outstanding action item was to decide the annual amount to be allocated for program improvements. Given the current state, the board agreed this decision should be postponed and emphasis should be put on those things important for teachers this fall including:
  - a. Playground fixes - digging out and replacing current material, sandbox reconstruction, and fence replacement.
  - b. Running water in each classroom - for this, we discussed reservoir sinks and plumbing options. While the latter may be cost-prohibitive given the age of the building and location of classrooms, we agreed it made sense to price it out. April will be connecting with the Wingra team on preferred vendors and options. Depending on the outcome of that process, we can decide next steps.
2. There was an additional follow-up regarding dropping classroom phone lines to save cost and also modernize. Brittney will follow-up with April on this.

## **c. Board Transition**

- i. The transitional board meeting will be held Monday, June 8th.
- ii. Board members, especially those transitioning, should upload all documentation to Dropbox.
- iii. There was a call for leads on open Board positions which potentially include: VP, Personnel, Social Media, Willow Room Parent, Birch Room parent, and Volunteer Coordinator.

## **IV. Committee Reports**

- a. **Fundraising** - We made \$190 on the Chocolate Shoppe night.
- b. **Social** - The social committee is brainstorming options for an alternative to the annual end-of-year picnic. We discussed another ice cream pop-up, class-specific social distanced meet-ups, or a sort of parade. We will revisit this in the next board meeting, but discussed adding a note in the e-news that the board still has this on their radar.
- c. **Personnel** - Everyone agreed the Teacher Appreciation week was a success - thank you again to Brittney!
- d. **Marketing** - The e-news was re-started a few weeks ago - thanks Jodi!
- e. **Treasurer** - no update.
- f. **Oak Room** – We discussed Kindergarten lists. Rebecca offered to help by posing the question on Google Classroom so that all responses could be gathered.
- g. **Birch Room** - no update.
- h. **Willow Room** - no update.
- i. **Volunteer Coordinator** - no update.
- j. **Teachers** -
  - i. Virtual learning - we continue to appreciate all the hard work by teachers! We discussed how past Google Classroom content will remain available throughout the summer for parents.
  - ii. Willow and Birch classrooms will deliver portfolios and belongings.
  - iii. Oak will be starting their Sidewalk Story end-of-year visits soon and progress reports will be sent in the mail.