

**New Morning Nursery School  
Board of Directors Meeting  
Monday June 8, 2020**

- I. **Attendees:** Lindsay Suttin, April Denton, Brittney Keeseey, Sarah Sherman, Emily Kerrigan, Amy Hahn, Emily Foster, Keri Schlect, Jodi Carlson, Ashley Russell, Kate Patterson, Rebecca Anderson-Brown, Suzanne Lee, Melissa Norstedt, Lindsey Wilcox-Cooper, and Cherish Orozco
- II. **Director's Report:**
  - a. **Summer School Cancellation** - Four families had paid for summer; One family elected to donate their summer tuition and the other three were reimbursed. April wrote thank you notes to the family who donated as well as those who donated other tuition this year.
  - b. **Financials**
    - i. Reviewed Cash Flow document March-July.
    - ii. We're projecting a \$37,540 surplus for the year-end thanks to the PPP loan we expect will be a grant. This year, we budgeted to break even so this is good news.
- III. **President's Report:**
  - a. **COVID Committee Update**
    - i. Committee members include: April, teacher representatives from each classroom, Lindsay Suttin, Amy Hahn, Emily Kerrigan, Kate Patterson, and Ashley Russell.
    - ii. The committee has met several times and recently drafted New Morning's COVID policy as all licensed child care facilities are required to have policies in place before reopening.
    - iii. The policy was discussed in the meeting. There was strong alignment from the board that this policy was thorough and complete. Some language will be tweaked to reference the Forward Dane plan vs. explicit numbers and the committee will also revisit the travel component of the policy. For the policy overall, Cherish motioned to approve the policy and Brittney seconded. The board unanimously voted in favor of this policy. Procedures associated with this policy will be ironed out in the coming months.
    - iv. The board also voted to provide information to all parents by July 1st. Families will then have an extension, until July 20th, to notify April if they choose not to enroll for next year. The first tuition payment is non-refundable, but tuition for the semester beyond that would not be required if a family provides notification by July 20th. Otherwise, that family is obligated to pay tuition for the semester unless another student is enrolled in their child's place.
    - v. The board also discussed face coverings as that part has not yet been included in the policy given the differing opinions and room for interpretation in safety guidelines. Discussion included CDC guidelines, overall expectations of parents, children vs. staff wearing masks, the risk of ineffective face covering use, etc. No decisions were made, but the COVID committee will continue to work through this portion of the policy.
  - b. **Board Initiatives Wrap-up**
    - i. Program Improvements
      1. The board voted in favor of covering April's computer repair expenses. Suzanne motioned, Melissa seconded, and the vote was unanimous.
      2. April is still awaiting estimates on plumbing costs for our classrooms.
      3. In order to spend more time doing what New Morning does best and mitigate risks associated with class inside, teachers are working through plans for spending more time outdoors - up to 1.5 hours each school day. This could include circle time, books, art, and other manipulatives. Suzanne and Rebecca are drafting plans on what they would need to make this happen. The first steps will also be to dig out the current lower

playground and also rebuild a fence (preferably wrought iron). Costs are still TBD based on plans. Melissa offered to assist with researching grants.

**c. Board Transition**

- i. April needs 10% of parents to vote on the board ballot. She will send out an email asking parents to submit their vote.
- ii. The 2019-2020 and 2020-2021 Board Members are listed below for reference.
- iii. Birch Room Parent and Social Media roles are still open. We expect these will be filled in the coming months without an issue.
- iv. Everyone is encouraged to upload their respective role information to dropbox.

**IV. Committee Reports**

- a. Fundraising - no update.
- b. Social – We discussed the awesome event planned for June 22<sup>nd</sup> that was forecasted in the e-news. The social committee will further outline plans for the paper flower art installment and socially distanced ice cream social. Families will be invited to craft a flower and drop-off at one of a few sites. The social committee will install the flowers before the 3-7pm window so that during that time kids can visit the art and head to Michael's for ice cream. Kate will also coordinate with Michael's so they know to expect us.
- c. Personnel - no update. Brittney will transition info to Sarah for next year.
- d. Marketing - no update.
- e. Treasurer - no update.
- f. Oak, Birch and Will Rooms - no update.
- g. Teachers - no update

**V. Thank You!** - Sentiments of thanks were expressed to everyone for a great year despite crazy conditions.

**Next Meeting** - Monday, July 20th at 7:30pm

**2019-20 Board Members:**

- President: **Lindsay Suttin**
- Vice President: **Keri Schlecht**
- Secretary: **Cherish Orozco**
- Treasurer: **Melissa Norstedt**
- Personnel Rep: **Brittney Keesey**
- Marketing Committee: **Ashley Russell (web), Katie Kothari (social media), Jodi Carlson (e-news)**
- Social Committee: **Kate Patterson, Emily Foster and Brenda Chamberlain**
- Teacher Reps: **Suzanne Lee and Rebecca Anderson-Brown**
- Volunteer Coordinator: **Sage Brooks**
- Willow Room Parents: **Lindsey Wilcox-Cooper**
- Birch Room Parent: **Sarah Sherman**
- Oak Room Parents: **Emily Kerrigan and Amy Hahn**
- Director (non-voting): **April Denton**

**2020-2021 Board Members:**

- Co-Presidents: **Emily Kerrigan and Amy Hahn**
- Vice Presidents: **Emily Kerrigan and Amy Hahn**
- Secretary: **Cherish Orozco**
- Treasurer: **Melissa Norstedt**
- Personnel Rep: **Sarah Sherman**
- Marketing Committee: **Ashley Russell (web), Open (social media), Jodi Carlson (e-news)**
- Social Committee: **Kate Patterson and Emily Foster**
- Teacher Reps: **Suzanne Lee and Rebecca Anderson-Brown**
- Willow Room Parents: **Allie Hoban**
- Birch Room Parent: **Open**
- Oak Room Parent: **Melissa Norstedt**
- Member-at-Large: **Keri Schlecht**
- Director (non-voting): **April Denton**