

**New Morning Nursery School  
Board of Directors Meeting  
Monday, August 3, 2020**

**Action items in bold**

**I. Attendees:**

- a. Board Members: Cherish Orozco, April Denton, Dan Delany, Melissa Norstedt, Sara Sherman, Allison Hoban, Keri Schlecht, Andrew Stoddard, Suzanne Lee, Rebecca Anderson-Brown
- b. Additional Attendees: Rae Reeson, Mary Eileen Raymond, Cheryl Forcier, Jamie Swenson

**II. Board member updates**

- a. Dan has joined the board as Vice President and Andrew has joined as Secretary and will update the website.

**III. Director's Report (April)**

- a. Enrollment Update
  - i. Surveys were sent to reconfirm with 4K families if they were planning to send students in person or virtual.
  - ii. Oak 4K: 13 in-person students for a.m.; 8 in-person for p.m.; 11 virtual students
  - iii. Birch: 9 for M/W/F; 7 for T/TH
  - iv. Willow: Families were informed M/W/F and T/TH class will be combined because there were 4 kids for M/W/F and 5 for T/TH
    - 1. Allie motioned for a vote on decision to combine classes, Sarah seconds – unanimous approval to keep classes split with a M/W/F class and T/TH class
    - 2. **Dan, Sarah and April to discuss caps on students in each room and make recommendations to the board.**
      - a. Board had a virtual vote on class caps on Tuesday, August 4. Motion made by Dan and seconded by Sarah.
      - b. By a majority vote the caps will be as follows:
        - i. Oak – 15
        - ii. Birch – 10
        - iii. Willow – 6
- b. Financial Update
  - i. Reviewed different projections if school goes virtual and for how many months vs. in-person provided throughout the school year.
  - ii. Less than a third of our Future Fund may be spent under the worst case financial projections.

**IV. Communications**

- a. **Communications regarding separating Willow classes will need to be amended tomorrow following board's decision.**
- b. **Communicate key dates: April will schedule a meeting with staff Tuesday or Wednesday to go over dates.**
- c. **All-school Zoom meeting for August 19 to share what we've done and that we're looking forward to the school year. Meeting will be recorded and sent out after. Cherish to draft proposed agenda.**
- d. Teachers are going to meet with parents outdoor in playground area before school starts

- e. Cherish suggested idea of making a video of what drop off will look like to help make the process run smoothly and address any concerns.

#### **V. COVID Committee (Dan, Sarah and April)**

- a. **Committee is working on information to provide to families regarding how to drop children off at school, what to do if a child is sick, how to return to school, etc. They are reviewing what other schools have done and shared to follow best practices.**
- b. **Face shields as an option for teachers was brought up. April will look into a face shield that is approved to take the place of a mask and purchasing a few to see if teachers would prefer them.**
- c. Electrostatic disinfectant sprayer has been purchased and will arrive in September.
- d. Tents, canopies, storage sheds and items to enhance the playground have been ordered.
- e. Any COVID-related concerns for discussion at next meeting should be sent to Dan, Sarah and April.

#### **VI. E-news (Cherish) and Website (Andrew)**

- a. First e-news will be sent on Saturday, September 5.
- b. Cherish to receive training from Jodi
- c. Andrew and Cherish to receive training on website from Ashley

#### **VII. Committee updates**

- a. **Fundraising** – Will revisit in two or three meetings.
- b. **Personnel** – Worksheets were sent out and working on revising contracts based on recommendations; no updates on posting for substitute position.
- c. **Treasurer** – We understand this won't be a typical year and we will be flexible and work with families on an individual basis if needed.
- d. **Social/Room parent coordination** – Discussed making more use of Facebook group to bring families together and create a sense of community since they will not be able to socialize at events or at drop off and pick up as in the past. Keri can moderate group and help get the conversation started. Allie will be a point person if parents have anything they want to bring to the board's attention.
- e. **Teachers** – Would appreciate any assistance with technical aspects of virtual learning – how to stream group time and other ideas to support the teachers responsible for virtual learning. Will create a list of what they did at the end of last year and what worked well and what the pain points were to help us figure out how to support them.

#### **IX. Additional action item**

- a. **Back gate and Willow gate need to be fixed. Board members to look at to see if we can fix it or if we need to see if a parent would like to take the lead.**

Next meeting: **Monday, August 17, 2020**

Items for next meeting's agenda should be sent to Cherish.