

Meeting House Nursery School: Board agenda

August 16th ,2023

Courtyard Rm E: 6:30-8:00 pm

Attended: Kevin, Nate A, Julia, Rachel A, Meghan J,, Lindsey P, Paige, Calvin, Devon and Mo

1. Approve any meeting minutes needed
 - a. Motion to approve notes as recorded: Julia
 - b. Second: Nate A.
 - c. Vote: All

2. Reports:

Executive Director Report-Devon

Full in each of our 2 and 3 year olds with waitlists. Only 2 openings in Full day 4k. Teachers finishing up training and moving to implementing within classrooms, Planned continued education for the year, over 18 hours planned. Some outdoor projects are completed, powerwashing, wood chips, and sand. Room 6 to get new cabinets, should be in by the end of September. Planning with UW, PSA and Waisman for family outreach programs throughout the year. Licensing and Accreditation updates are finished but we spend the money and then are reimbursed. Dane Net recommends we get back onto the FUS network for internet, but they would like us to now pay a portion of what we are paying now for internet. May find out more at the security meeting with FUS soon.

Back to school events upcoming with welcome wagon and connections phone call list. Devon made a CD with Park Bank and they have increased the interest rate for our money market to 4.5%.

Financial Report-Nate/Devon

DCF funding will be cut in half this year and will end in January - this was not added into the budget. What will change because of funding: staff bonuses will decrease, pay increases may not have as big of a bump, tuition may go up. July's numbers always look bad because we have no income but still have expenses. Accountants will be adding a line item for grants coming in and out so that it won't skew our program expenses. 990 is wrapped up and Devon is handing off to Nate for review and then it will need to be signed.

3. Connections-Request for help

Looking for volunteers for making calls, there is a script. Also need help with Welcome Wagon for the first couple of days on Wednesday and Thursday of the first week. Coffee and donuts in the AM and lemonade and cookies in the afternoon.

4. Policy/procedure updates: Decision Item 1

May be good to post specifics nowhere to find the metrics, but may also cause more work if sources change.

*Would like to communicate through newsletters about the sources used by teachers and staff for metrics in each case.

- a. Motion to accept Extreme Weather and Outdoor Play Policy as stated: Julia

- b. Second: Nate
- c. Vote: All

5. Strategic planning update-Rachel and Devon

In 6-7 months I have to have a 3 year plan in place. Background works in the majority of work there. Board involved in those conversations. Then review for how we want the plan to appear. Looking to form a task force because it is time bound, so that people could move forward with the plan proposed. If the Board is ok, Devon and Rachel A. will continue to move forward with the planning.

6. Gift agreement: Connie-Decision item 2

Made changes to agreement as asked. Connie made it clear where she would like it to go but understands why MHNS wanted the change. Question: could the Board give a token of appreciation to Connie. Potentially a photo of Connie by her tree or a photo of the whale to frame for part of a thank you. Future agreements, under section 6 change to do our best effort to include donors on all materials. Don't have a donor list of recognition, would MHNS consider it? Putting a donor list on the webpage for recognition.

- a. Approval for Devon to sign: All in favor

7. Fundraising goals for the year

Most goals are around scholarship, sometimes include library, playground, staff retreats. Future thinking, MHNS will need to consider the playground updates and they will be costly. Will look into grants when the time comes. FUS does not maintain any portion of the playground upkeep - power washing, staining, retaining wall reinforcement and every two years MHNS treats trees. Taking a look at that with the 75 year anniversary coming up. The idea of branding changes with this and strategic planning could help with that.

Devon's goal for this year would be \$18,000 for scholarships (this includes parent helper tuition credits). Devon has worked on reaching communities beyond the physical one we reside in. But circumstances of programming and transportation don't necessarily align with the needs of the expanded community. We also don't get referral from MMSD, could we advertise through places like MSCR.

Question: When losing the funding can we look for donors so that we do not have to increase tuition so much and/or staff bonuses. Another school would do several fundraising throughout the year, one specific was targeted toward mid-year staff bonuses or in the spring. Allocation of funds was done on longevity and experience.

Ours is done differently and standard for half timers versus full timers. This is just how this has been done but can always change. We may also need to consider those who are retiring and how they cash out their personal days.

8. Adjourn at: 8 pm

Motion by Julie
2nd: Calvin

Next Meeting: September 20th at 6:30 pm in person