

Meeting House Nursery School
Board of Directors & Staff Meet, Greet, and Goal Setting Meeting

August 20th, 2025 - 5:00-6:30 pm
Gabler Living Room - Landmark Building

ATTENDANCE: Jamie, Molly, Mei, Kristine, Casey, Whitney, Sarah, Amanda, Amy, Laura Devon, Mo, Michelle, Katie, Jaime, Becca, Dawn, Cherie, Lish, Meggan, Kari H, Tera, Julie, Gail, Sharlene

1. Call Meeting to Order: Chair - Jamie; 1 min
 - a. Meeting called to order at 5:02 pm

2. Approve May Minutes: Chair - Jamie; 1 min
 - a. Motion: Mei
 - b. 2nd: Whitney
 - c. Vote: All in favor

3. Introduce Parking Lot: Chair - Jamie
 - a. Chart Paper & post Its; 4 minutes
 - b. Purpose: helps maintain focus on the agenda by capturing off-topic ideas and questions for later discussion
 - c. Questions/Things to Share
 - i. Could be at this meeting
 - ii. Could be added to next month's agenda
 - d. Staff Meeting Topic Ideas Brainstorm

4. Introductions: Whip Around: Chair of Special Events & Fundraising - Whitney, 12 min
 - a. Welcome Statement
 - i. What is your name?
 - ii. What is your role, and how many years have you been in that role?
 - iii. Who's in your family?

5. Musical Shares: Vice Chair - Molly; 20 minutes - 2 min per share
 - a. Jamie: speaker
 - b. Molly: visual timer
 - c. Discussion Prompts:
 - i. Favorite thing you did this summer
 - ii. Favorite thing you do for fun
 - iii. What brought you to Meeting House? How did you first hear of MHNS?
 - iv. What are you most looking forward to about the new school year?

6. Board Goals: Chair - Jamie; 3 minutes
 - a. Per last year's Board reflections;
 - i. Support the Executive Director & the school
 - ii. Board to have more open and effective communication with Staff & Families
 - iii. Deepen relationships
 - b. The board would like its focus the committee work with the overarching goal of supporting the Executive Director
 - c. More open and transparent communication with families. The board is working hard to streamline certain structures that have gone by the wayside. Rooting ourselves in the right now and moving forward to have MHNS feel like our school is safe for all students, staff, and families
 - d. Deepening relationships with one another.

7. Goal Alignment: Chair & Vice Chair (Chart paper and post-its); 30 minutes
 - a. Think-Pair-Numbered Heads-Share: Post-its to the chart paper
 - i. Think: silent time to write goals on post-its, can write more than one
 - ii. Pair: listen and shared your goals with your elbow partner. Can write new goals, rewrite previous goals or merge similar goals on one new post-it.
 - iii. Share: all will be asked if they would like to share with the whole group. Add post-its to the chart in front of the room. Facilitators will share all post-its aloud and group similar themes.
 - b. Writing a SMART goal: Specific, Measurable, Attainable, Relevant, time-bound
 - c. Goals:
 - i. MHNS Goal Alignment
 - ii. Compiled together into a living document and it will change over time. When editing, please add a "comment" rather than change anything. Add a comment by clicking on the speech bubble with lines on the top right corner.
 - iii. As we discussed, establishing goals will be a topic we continue to discuss. None of our current Board members has been a part of a goal-setting meeting before and welcome feedback and questions at any time.

8. Welcome Wagon Volunteer Schedule: Casey, 5 minutes
 - a. Welcome Wagon takes place at morning and afternoon drop-off on the first two days of school (Wednesday and Thursday so families who are only T/Th or MWF are included) to welcome families and be a resource to answer questions and get families to sign up for volunteer opportunities.
 - b. *Will send out email with opportunity to help with Welcome Wagon*

Wednesday, Sept 3rd (8:30-9:15am)	Wednesday, Sept 3rd (1-1:20pm)	Thursday, Sept 4th (8:30-9:15am)	Thursday, Sept 4th (1-1:20pm)
1. Jamie	1. Molly? (TBD)	1. Jamie	1. Molly
2. Whitney	2. Mei	2. Amanda	2. Amy
3. Laura	3. Amanda	3.	3. Jamie
4. Sarah? (TBD)	4. Jamie	4.	

9. Staff Representative on Board: Chair

- a. Looking for a Staff Representative to cover while Dawn is on leave.

10. Executive Director Report: Executive Director - Devon, 10 min

- a. Enrollment is fairly good, the 3-year-old afternoon program is low. 4k full day still has space. We did open the afternoon spots in Room 4 to 3-year-old full-day children
- b. Will start working with our specialist on licensing.
- c. Welcomed new staff and staff in new positions. Meggan is available for observations, help with social stores, and feedback. Other new positions, hoping to find a staff member who can meet with the board, connections committee, and be a liaison to the larger community. Tera will help with the office and support the staff; Mondays/Wednesdays in the office. The board would like to know more about how these new roles are going as they settle in.
- d. 1st phase of the playground project involved replacing the retaining walls, adding new decking, and guardrails.
- e. Brightwheel: new and all learning. More user-friendly. All staff are learning the new software.
- f. Re-signed from our UW contract. UW is starting a mentoring program, first for Administrators and eventually with teachers.
- g. MMSD offered a full-day program this past Friday to MHNS. Trying to assess if it is possible to achieve this year. Not sure we can make it all work for this year, but don't want it to pass by. Devon is meeting with MMSD to discuss the details.

11. Adjourn

- a. Motion to adjourn at 6:30 pm by Jaime
- b. 2nd: Laura