

Meeting House Nursery School
Board agenda
February 21, 2024

Google Meet; 6:30-8:00

In attendance: Julia, Meghan, Lindsey, Nate, Calvin, Rachel A, Kevin, Rachel D., Paige, Devon
and Mo

Called to order at 6:33 pm

1. Approve meeting minutes from January
 - a. Motion to approve as presented; Julia
 - b. 2nd: Nate
 - c. Vote: all in favor

2. Reports:
Executive Director Report - Devon
 1. Enrollment is good. Some programming changes for next year; hybrid full day 4k program which may decrease revenue but keeps nine current families off a waitlist and in their desired programs.
 2. Board member asked about a more equitable way to register. We allow for families to change schedules. We take more twos than we have in the past and force more families into the 3 year old spot. In the past we have lost more 4k families. So it is hard to see what everyone is hoping to do. Could we ensure that those that register for 5 days for 2s would get guaranteed 5 days for 3s.
 3. Having some staffing issues that Devon is working through. Looking at switching a 4k team up and because we are working on switching to the flex program as well. Adding the closing manager has helped give Devon more flexibility.
 4. Starting to look into the NAEYC conference for the staff. Will happen in the fall and we save each year for it. Devon is looking at the possibility of going.
 5. CACFP audit went fine. Has added a bit more work to our plates but will get us a bit of reimbursement for snacks.
 6. Staff training began with a class for staff tonight. Open forum this evening was a new format and we will see how the staff like it.
 7. Board recruitment should start, please talk to someone and everyone.

- Fundraising Report- Julia (PNO)
 1. Planning underway for PNO. We have already met our fundraising goal for the year so more focusing on a community event. Dessert only this year
 2. Will have live auction, silent auction, raffle. Maybe 5 ish item in the silent auction, 3-4 in live auction.
 3. Reaching out to families and businesses for donations now and tickets will go on sale likely next month. Reaching out to teachers because that is such a great community event. Downside to teacher experiences are that not all want to put their liability out there, some do not feel comfortable taking that on.
 4. Important that we save the date out for the March newsletter.

5. Feeling like less is better. From survey and attendance it seems like a majority of our families are not into it. Having problems even getting families to volunteer on the committee.
6. Big pictures to look at with fundraising is that we are a larger organization that we use to. Many organizations are shying away for the smaller, heavy lifting events. We need to find the focus of the event; is it fundraising or community.

Special Events-Rachel D

1. Teacher appreciation week happened! It was a challenge to organize commitments, people on the committee weren't willing/able to help out. Putting it out to the whole school helped to fill up the needed tasks.
2. Pizza event, happening next week and is filling up.

Marketing/75th check in-Meghan

1. Thinking of breaking down the volunteering tasks into really manageable pieces for parents. For larger events that we can push out to the entire school instead of just asking the board for more of their time.
2. Implementing mail chimp, an email marketing platform will help with data and . Hoping to come up with a more streamlined way to communicate with different groups; alumni, current families, prospective students.
3. Another parent will help with these items and branding for the 75th. Hoping to set up an ongoing marketing meeting about the best practices and strategies for utilization.
4. A couple teachers will join the rebranding and 75th committee. Wanting to plug the task force for the 75th to the whole school to see if others would be interested.
5. Need to set a date for the larger 75th anniversary celebration. Next meeting with task force meeting will be to decide how many celebrations and when. Committee should make a decision and bring it to the next board meeting.
6. Need to talk to FUS about news media and coverage. How to work with them and how involved do they, as an organization, want to be.

3. Strategic Plan- Racheal A

- a. Had to pause due to personal scheduling conflicts, but looking forward to diving back in
- b. SWAT analysis and external research - one of the more lengthy parts of the process. Interviews with past, present and future community members.
- c. Will need to set up the task force in the future, not as much right now. Will be thoughtful how things are put out there so as to not take away from the 75th taskforce. Anyone interested in joining there will be 2-3 meetings in the next few months.
- d. Then onto organizational planning and benchmarks put in place to keep us close to the plan

4. Mid year survey results-Any questions or follow up
 - a. Had a third of families participate.
 - b. Mostly positive feedback if there were any criticisms are things that we can address. Nothing major that needs to be discussed as a board, Devon has been able to address issues with those who left contacts.
 - c. Teacher feedback is addressed with teams or individually at their evaluations.
 - d. Most families seem happy and love Meeting House. 43% of families said maybe to PNO.

5. Additional items
 - a. Teachers felt like appreciation was different than years past. It is really dependent on donations. Moving forward may need to clear up the communication on expectations. We've supplemented it in the past and this year. It was not on the committee themselves. Need more clarity around messaging.
 - b. Overall MHNS committees need to utilize their resources better, found in shared Google drives, from previous years.

6. Adjourn at: 7:31 pm
 - a. Motion to adjourn: Julia
 - b. 2nd: Nate

Next meeting: NO MEETING IN MARCH!
April 17th