

Meeting House Nursery School  
Board agenda  
5/21/2025

**Courtyard Room A/B; 4:30–6:00 pm**

In attendance: Jaime N, Amanda, Whitney, Rachel A., Nate, Lindsey, Laura M., Sarah W., Molly A., Mei, Calvin, Kristine, Aviad, Kristine, Dawn, Devon, and Mo

Meeting called to order at 4:36 pm.

1. Election of new board members

Introduction of members present.

Motion to certify the election of 6 new board members: Calvin

2nd: Nate

Vote: All in favor

2. Initial orientation for new board members

Laying the groundwork for the work of the board. Sketching the structure of preschool cooperation. We have parents who have elected the current boards to serve on their behalf. The two most important responsibilities are managing the executive and the budget. Our Executive Director manages the day-to-day of the school, and the board manages through Devon. Staff fall under Devon's purview of management. The budget is under the board's purview, as put together by the director and the finance committee. Board, as volunteers, gives oversight and support to the staff. Bylaws are what govern the infrastructure. To change the bylaws would take  $\frac{2}{3}$  of the parent vote. Documentation needs to be cleaned up and made more fluid. All are to review and approve the minutes of the previous meeting.

Officers and committees:

Executive Committee: Chair, Vice-Chair, Treasurer, Officer at Large (Personnel). The two main responsibilities of the board are represented on the Executive Committee (Treasurer, Officer at Large). Looking to fill 3 of the 4 positions of this committee.

Committees: House and Grounds, Connections, Special Events, Fundraising, Marketing, Personnel. Looking for chairs and members of these committees.

Taskforces: put together for a project and end when the project is complete.

Description of the positions as written in the by-laws read aloud, and sharing of the most helpful thing for your role and the most challenging:

Chair: most helpful is a background in management, most challenging is fitting it in past the day job.

Vice-Chair: The most challenging was not knowing the background. But by showing up and experiencing it was helpful for learning the role. Looking for growth in the next year by filling in where things had fallen through the cracks. Realizing the board should be upholding more of the work, so it isn't all falling on Devon's shoulders.

Treasurer: Touching base about changes and other things. Being a second set of eyes for the numbers. The thing found to be most helpful is Devon's ability to communicate the information. Hard to look at all the information and have no comment, feels like not doing the job.

Officer at Large: In practice, they serve as the personnel chair. Not much is written down about this role, but it should be. Helpful in this role would be experience in education and/or management. Difficult is keeping tabs on everything happening in the school. Lots of room for creative ideas. Someone who is good at building strong relationships, not afraid to have hard conversations, and can be clear with their communication who be good for this role.

#### Committees:

House and Grounds: clean up day around the school. Asking for volunteers. Fixing items, cleaning up, gardening - manual labor. Checking in throughout the year to see if anything needed to be addressed. MHNS will be having an upcoming larger playground project.

Connections: Getting to talk with new families. Formal position is helping families find connections to the school and initiatives. Main responsibilities are coordinating calls to new families before school and coordinating the welcome wagon. This coming year, this position will take back the oversight of room parents to help them establish their roles. Room parents are meant to help with fostering community within classrooms and also with Teacher Appreciation Week.

Special Events/Fundraising: Historically had been separate committees, but this past year, they were combined because they had a lot of overlap, and it made sense to work together. Some things that are special events are Fall Fest, Teacher Appreciation Week, and Parents' Night Out (MHNS After Dark - fundraising but also an event). Talked about adding a fall event with the music teacher this coming year. A big part of the work was figuring out the systems used in their work and how best to be able to pass them on to the new committee this year. Casey will potentially be moving to the connections committee, while Whitney will stay on the Special Events/ Fundraising committee to help ease the transition. Big hustle at the beginning of the year to gather people to be on the committee. Found it helpful to have two separate groups: one for planning and one for executing events.

Marketing: Taken over by Shine United this past year, who donated their services to help with our rebrand. Marketing has changed a lot in the last 10 years. Used to help more with enrollment, but we don't struggle with that as much anymore. So, taking a new direction with the role/committee would be a better use of time. A website redesign with a newly branded logo is needed. Not listed in the bylaws.

Committee members do not need to be part of the board. Looking for 6 new committee chairs from the board.

\*tabling talk to move through the Executive Director Report\*

Initial assessment from new board members about their interest in their committees.

Amanda: Fundraising/Events, Connections, Personnel

Aviad: Personnel, Events/Fundraising

Kristine: Personnel, Events/Fundraising

Mei: Treasurer

Molly: Vice Chair, Personnel, Special events, Connections

Sarah: Events/Fundraising, Connections

Potential Charis/positions:

Vice Chair: Molly

Treasurer: Mei

Officer at Large: Kristine (wants more time and to talk with Kevin)

Events/Fundraising: Sarah?

Can be on more than one committee. The Vice Chair committee wouldn't need to be present at school, but the Personnel Chair will be important to be present.

### 3. Approve meeting minutes (April)

Motion to approve minutes: Calvin

2nd: Laura

Vote: All in favor

### 4. Executive Director's report

Devon goes over the report that was submitted to the shared drive and will give time for questions.

Enrollment is at 93%, with our goal being 90%. Openings in the PM 3-year-old, Full-Day 4k, 4k PM. These programs typically take the most time to fill up. We chose to limit the number of full-time positions from the previous year. MHNS started the full day program 3 years ago to fill the gaps as the needs of some families shifted, and to make MHNS options to a broader part of the community. It is understood that MMSD will someday fund the full-day program fully, but that is not the case now.

Staffing change is not normal for us. We have positions for a full-day 4 K position and a part-day, part-time 2-year-old position. Many people need full-time and/or do not have a 4 K license. Have had 9 interviews and 2 second interviews. Interviews are a phone screen first, and then a formal interview with the team or parts of the team. The director typically handles the hiring of staff.

Started transitioning to Brightwheel from ProCare. Devon and Mo are starting the learning process and will help teachers with the transition over the summer.

The FUS relationship has been going well. Long history and recent history hadn't been good. Flooding in Room 4 and air conditioning in our space (only two rooms) has broken down. They have approved our playground renovations.

Financials' last funding from Child Care Counts will be coming in this month. Have had funding since COVID, which will shutter many schools, we are lucky not to be in that position. We are sitting in the positive now, we are where we thought we would be. Our budget is set VERY early because we need it for tuition. Devon checks in with our budget once we get closer to the end of the school year to see that we are still on track with next year's budget. Just renewed the UW childcare contract for the next 7 years.

Last report for the year: Devon will continue her work and projects through the summer, Mo works on a limited basis through summer, no staff are on site in July and August are on site. Staff leaving will be recognized at the picnic; there are cards in the Courtyard Room E for the board to sign. Question about reviewing the numbers at meetings. Devon typically puts the financials in the board folder and will do so tomorrow. Our financials are done by Numbers for Nonprofits accounting firm.

## 5. Chair's retrospective report

Been in autopilot mode. Had forgotten to do Devon's review. Documentation was not super clear. Did put it together, and Kevin did a great job. Staff did approach the board with things they wanted to share, and felt the process was rushed. Calvin will stay on with some committees. Could have had better communication moving forward. Known issue with needed for documentation.

Problems:

Institutional knowledge, documentation

Solutions:

Board term changes, staying on committees after term, Documentation, review update, group retrospective

Things will not, may not be figured out now. This is a process.

Retrospective Committee/taskforce: Chaired by Jaime and Whitney, will be on the taskforce. Would like to get together before the end of the school year, either in person or virtually, to reflect and make improvements moving forward. Whitney, Rachel, Calvin, maybe mid-June for Lindsey.

The personnel committee will remain with Kevin in the lead until the new Board selects a new officer at large / personnel committee chair. Jaime, Calvin to remain on the committee. New Board members to be included informally.

Documentation committee/task force: to fix issues with Google Drive organization and access. Jaime (chair), Calvin, Amanda, and Molly.

## 6. Board transition plans to take place in Courtyard E after

### 7. Any additional business

Teacher appreciation from the board will get Bloom and Flowers

### 8. Adjourn

Move to adjourn at 6:13

2nd: Amanda

### 9. Special meeting of the new board to formally elect officers.

Called to order at 6:13 pm

Motion to accept Jaime as Chair, Molly as Vice-Chair, and Mei as Treasurer: Jaime

2nd: Amanda

Vote: All in favor

Motion to adjourn at 6:14 pm

Second: Amanda

Socializing to follow.

**Next meeting: No meeting in June**