

Meeting House Nursery School
Board of Directors Meeting

Date: Wednesday, September 17, 2025

Location: Staff Lounge/Courtyard E

Time: 5:00-6:30 pm

Board APPROVED 9/21/25 via email vote

In Attendance: Jamie, Sarah, Molly, Whitney, Kristine, Casey, Amanda, Laura, Devon, Dawn, and Mei

Call Meeting to Order - Chair

Meeting called to order at: 5:10 PM

Executive Director Report - Director; 25 minutes

Report

- **Enrollment Question**

Can we help in any way to be creative about advertising our openings?

Discussion points: We have already done OCCR and social media and paid Madison Moms ads. Consider outreach to current families.

- **Staff Rep Update**

Staff Meeting held on 9/16 with discussion on who will be the Staff Rep Sub while Dawn is on leave - Sub will be Julie Update: For Dawn: we will not fill position, coverage will be provided by current staff (Becca and Tera). Kristen (sub) will assist with coverage before winter break for staff on leave

- **4K full day discussion**

What would be different for full day staff licensing? Expansion on teacher assessment requirements. Only one licensed 4K teacher is required. Options for wrap around care staffing discussed. Budget considerations discussed.

- **Business insurance -**

Expect 7% premium increase on business insurance through Cincinnati.

- **Room 4 Update -**

discussion of ways to mitigate ongoing water damage and related issues in room 4. Follow up added to October Board meeting agenda.

Committee Update - Connections Committee; Casey; 5 minutes

- Welcome calls to new families were completed, committee signups from Welcome Wagon were shared with respective committee chairs.
- Welcome letter went out to room parents and teachers were notified of their room parents.
- Thank you to Whitney for making the "Did you know?" info page
- Meeting with Cherie and Mo this month to see how Connections can support new family outreach and community connections program.
- Potential for future engagement with FUS community.

Committee Update - Reflection Task Force Share; Whitney, Casey or Jamie, 5 minutes

Reflection Task Force Update

Committee Update - Documentation Committee Ideas; Whitney, Casey or Jamie, 5 minutes

- Board email & Board Drive
- Thinking through how to best share information as noted in Goal #2 of Reflection Task Force Document.

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- New teacher roles; Possibility: create “job descriptions” that can be in draft form and can continue being added to over time as the roles develop overtime
- Community Outreach: Connections is the go to committee
- Onboarding/offboarding ongoing documentation for committee chairs (Example, see “Planning Calendar” tab)
- Open invitation for others to join

Committee Update - Fundraising & Special Events; Whitney and Sarah, 10 minutes

- **Fall Events (Save the date post card next week)**
- **Family Night:**
Discussion of Mabel’s labels fundraiser @
Family Night
Volunteer opportunities fundraiser table -
Google Drive sign ups
- **Cookies with Mr. Corey:**
Tuesday, October 7th @ 5:45-7:15
Room A/B as rain location, orchard
Discussion of Google Drive sign ups for cookie donations. Nut-free options only.
- **Adult Social**
Saturday Nov. 15th - Hilldale Great Dane discussed but noted that Great Dane is closing. Looking into alternatives. Time is TBD - suggestion for 7:30 PM.
- **Spring Events (in the works)**
PNO (After Dark): Friday March 13th?
David Landau- Tues. April 28th? Discussion
for outdoor event at MHNS.

Committee Update - Marketing Committee; Laura, 5 minutes

- Shirts and Sweatshirt - we like the dealer we used last year, get that going for this years ordering
- Website revamp
 - Dane Net - IT : have a quote
 - Dan - has a quote with word press - meet with Mo second week of Sept
 - Cost (not budgeted) - \$1500-\$5000 range expected. Update planned for Oct Board meeting.

Committee Update - House and Grounds; Amanda, 10 minutes

- Sept Staff Meeting recap
- Tree House Yard updates and landscaping discussion
- Plans for Whale Yard big ideas and revisit in October
- Storage considerations (staff agreed upon one piece of storage)
- 2nd phase of fundraising goals to possibly include sandbox and larger pieces of equipment
- Leverage local companies for landscaping and design
- Nov fundraiser (Annual Giving) direct appeal
- Consideration to division of responsibilities between committees and teachers
- Expansion of committee to parent interest at Welcome Wagon

Committee Update - Finance Committee; Mei, 10 minutes

- Strong interest from two parents at Welcome Wagon
- Finance Committee will start meeting in Oct after social get together to confirm interest in

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Sept.

- Monthly review of financials by Committee
- Start budget meetings in OCT, to be able to have budget done in DEC
- Mei and Devon meet initially and subsequently with finance committee - what are the financial goals/investment goals

Goal Alignment Update - Jamie; 15 minutes

- Update goal doc and gather input and feedback from staff and board
- Revisit this at the Oct Board Meeting to choose a goal for this year as well as label other goals; 2 year goal, 5 year goal, etc.
- Action: another meeting needed as follow up from goal alignment Board and staff meeting in August - discuss in december

Adjourn at 6:30 PM

Motion: Jamie

2nd: Amanda

Board Meetings for the year: all occurring from 5:00pm-6:30pm

October 15th

November 19th

December 10th

January 21st

February 18th

March 18th

April 15th

May 20th