

**MEETING HOUSE NURSERY SCHOOL
BOARD OF DIRECTORS MEETING**

Date: JANUARY 21st, 2026

Virtual: Microsoft Teams

5:00-6:30 pm

In Attendance: Jamie, Amanda, Amy, Casey, Whitney, Sarah, Kristine, Dawn, Julie, Molly, Devon,
and Mo

1. Call Meeting to Order; Chair at 5:06 pm
2. Executive Director Report; Director
 - a. Enrollment started, no real hiccups. Split up the day between 4K, 3, 2, and new students from current families.
 - b. Payroll numbers reflect the jump in payroll for bonuses and the payout of a teacher who left.
 - c. Accreditation contact with a meeting set to start the process this year for the City of Madison. This is separate from the licensing.
 - d. Work Culture update: Devon is looking into speakers/teachers from others in the education community.
3. Finance Update; Devon & Mei
 - a. Finance committee plans to meet in Feb to discuss the long-term goals noted in the Executive Report
4. New Taskforce Proposal: Jamie & Amy
 - a. Safety and Security Taskforce
 - b. Proposal
 - i. Motion to start a Health and Safety Task Force: Jamie
 1. Discussion: led by Amy.
 - a. Many staff members look forward to the task force and are willing to assist the task force, such as serving as a staff liaison. The Board feels they have good staff data from the staff survey to work off. Office Nick from the December staff meeting felt our protocols were fairly thorough, and our codes align with other schools. Recognized that there isn't necessarily a communication protocol to include us when things are happening in the surrounding area. Officer Nick/Shorewood police would likely be willing to help out with the task force and be a resource for them.
 - b. When would the task force start: Beginning right away, and update potential in the March meeting along with goal alignment.
 - c. Contact Amy if you would like to volunteer; so far, Amanda and Kristine's husband
 - ii. 2nd: Kristine
 - iii. Vote: All in favor (All in attendance)

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5. Special Events & Fundraising; Whitney & Sarah
 - a. TA Week coming up 2/2-2/6. There are a variety of tasks we need help with that can be done ahead of time and dropped off (ex. picking up/dropping off chips, making decorations) to help set up the week of.
 - b. Note on Videos: Text selfie vids/kid vids to 847-975-3390
 - c. Venmo & Poster Art Reminder; Last day Friday 1/23
 - d. Task sign-up: TA Week Plan here.
 - i. Click the link to the right
 - ii. Put your name as the owner next to an open task/tasks
 - e. See directions in the 3rd column for each task, and if you have any questions, reach out to Whitney (neitzel.whitney@gmail.com, 847-975-3390) or Sarah (sarah.wszalek@gmail.com, 920-209-0782)
 - f. FYI: TA Week Plan is organized as follows:
 - i. Overall plan
 - ii. Sign-ups for prep work leading up to TA week,
 - iii. Sign-ups for week of
 - iv. Sign-ups for coffee order delivery
 - v. Sign-ups for gift card buying.
 - g. Thank you all so much for your help in making this special week happen for our teachers & staff!

6. Personnel Committee; Kristine & Jamie & Molly
 - a. Completed Staff Survey
 - i. Working on a summary to share with Devon & the Board
 - ii. Twelve of 14 staff completed the survey
 - iii. Trying to separate the teacher survey from the Executive Director evaluation to give a well-rounded evaluation process.
 - b. Working on Executive Director Eval
 - i. Who to reach out to
 - ii. What to ask of each group/person we reach out to
 - iii. Working with Kevin (Officer at Large last year)
 - iv. Coming up against a salary review for Devon. Either this year's board or next year's should review to stay in line with the Policy handbook.
 - c. Revisiting Goal Alignment to share with staff at the March Staff Meeting
 - i. Possibly adjusting when we hold the Staff/Board Goal Setting Meeting

7. Playground; Amanda
 - a. Sandbox updates
 - i. Polywood sandbox quote- \$9,276.75
 1. Lasts typically 20-30 years. Typically, at that time, the screws need replacement, not the actual wood part.
 2. Question about warranty with warping
 - ii. Real wood quote- \$6,026.16
 1. Typically lasts 10-15 years
 - b. Revisiting the vision of the playground for the fundraising committee to use.

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Tangible goals: first sandbox, then what, for fundraising purposes.

- c. Staff want to be part of the decision-making, don't want the board deciding for them what goes into the playgrounds.

8. Marketing; Laura
 - a. Went well, sold just over 100 pieces
 - b. The vendor did not get 4Ts in a particular shirt and kind of left us hanging. We have worked with the families that order the shirt.
 - c. Spent \$250 to advertise through Macaroni Kids/Madison Moms. Can push our openings out through them.
 - d. Open House went well, first time on a Saturday, and it aligned with New Morning's open house. It was the most traffic we have had in years.
 - e. The website is being rebuilt instead of just updated. The fixes we needed couldn't be made without starting from scratch.

9. Connections; Casey
 - a. Contribute towards a gift for Sharlene's leave by Monday, January 26th to Devon

10. Odds and Ends
 - a. 4K teacher anxious to see how enrollment goes
 - b. A couple of board members felt it was smooth and seamless.

11. Adjourn; Chair motion to adjourn at 6:17 pm
 - a. Second: Casey

REMINDERS:

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

- February 18th
- March 18th
- April 15th
- May 20th

FEBRUARY MEETING:

- Discuss Documentation to be completed by each committee chairperson by the March Board Meeting
- Work on/discuss Goal Alignment Tracker