

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

MHNS Board of Directors Monthly Meeting Agenda

Date: Wednesday, November 19th, 2025

Staff Lounge/Courtyard E

5:00-6:30 pm

In attendance: Laura, Kristine, Amanda, Casey, Amanda, Jamie, Devon, Amy, Mei,  
Whitney, Julie, Devon and Mo

1. Call Meeting to Order; Chair
  - a. Called to order at 5:09 pm
  - b. A note from the Board Chair; The presence of the board is to support and problem solve. Want all to have confidence of confidentiality. The board wants to create a safe place for those in our organization.
  
2. Executive Director Report; Director
  - a. Enrollment: new family in PM. Registration information to come as we start to prep for enrollment.
  - b. Staff: re-arranged staff meetings and probationary meetings with all the teacher absences. Medical leave; the third staff member will not be taking theirs. Will use the sub in the school as needed. The two staff members currently out on leave seem to be on track.
  - c. No changes or clarification to the 4k situation. Hoping to narrow it down in the coming weeks. WECA may be helping flesh out more specifics. Still in conversation with 4k teachers and will continue the conversation as more information is brought to light.
  - d. Staff culture -
    - i. Communication needs to be handled differently. Wanting to create an environment where we lift each other up and support one another.
    - ii. Devon created an action plan and am hoping for Board input. Reaching out for professionals for staff development day.
    - iii. Challenges: A lot has changed in 5 years. We are a group of all women. How to handle conflict and communicate productively. Gossip erodes that culture.
      1. No outside workshop, only at a WECA training. Nothing in house.
      2. Important to revisit and also important to get input from staff for topics.
      3. Staff representative shared that staff want a place for the staff open up to talk about topics., even little things. Some

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concerns may be suitable for a large group but maybe should be a more one-on-one. Staff would like a mid-year survey that would be more open-ended.

4. Potentially open up a space for individual written concerns. Important for documentation, steps for problem solving, conflict resolution and follow-through.
5. Protocols aren't well written for the steps of conflict or complaint. Consider starting with staff norms to begin with, that can help create a common language.
6. Complaint box or online form for documentation? Potentially use the idea of the parking lot.
7. The first step is really accountability. How do you build respect? Being heard and respecting each other enough to listen and walk away feeling heard. Creating systems for that may include things like check-in questions, 30 minutes at staff meetings.
8. Build in opportunities to have a discussion to build trust and accountability.
9. Need to take in bidirectional feedback. This has been developed this year through classroom observations and one-on-one meetings for Devon and teachers.
10. Find ways to make the topic more concrete through an anonymous survey. Addressing concrete ideas.
11. To summarize
  - a. Open-ended feedback for staff.
  - b. Creating norms/expectations for culture: typically at the welcome back tie in August.
  - c. Staff surveys are conducted from the start, and concerns are brought up at quarterly staff meetings by theme.
  - d. Building trust and accountability
- e. An unwanted visitor coming into the school. Handled by two staff members but not shared with other staff immediately. The executive committee met with Devon to talk about next steps for this type of situation.
  - i. Very important topic. Training with the Shorewood police department for staff meeting in December.
  - ii. Codes are important to have but what is more important is that we have discuss after the situation to make it safer next time.

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3. Decision Item: Increase Sub Pay; Jamie
  - a. Please review the decision item, come with questions, and be prepared to vote
  - b. Trying to come in line with other centers in our area. Do you have to consider the liability with paying out staff for their time off if they should leave?
  - c. The financial committee should consider adding a line item for the liability portion.
  - d. Last raised three years ago. It doesn't rise with the cost of living each year.
  - e. [Decision Item](#)
    - i. Motion to approve the increase in sub pay from \$18 to \$20 by Jamie
    - ii. 2nd: Whitney
    - iii. Vote: All in favor
  
4. 4K Options Discussion: Jamie & Devon - MOVED TO DECEMBER
  - a. Fill out the Parking Lot ahead of time
  - b. We will have a live discussion to hear all voices
  - c. In December, we can follow up with DCF if needed
  - d. Further discussion in Dec
  
5. Mid-Year Survey: Kristine
  - a. COMPILED ready to go. Hoping to get it out tonight/tomorrow.
  - b. Draft of Questions
  - c. will follow up to share results and next steps
  - d. Will be working on the staff feedback form
  - e. Make a QR code to post at doors.
  
6. Playground; Amanda
  - a. waiting on sandbox quote (should be this week)
  - b. Discussion/brainstorm possible ideas: What to do with the whale? Hot topic
  - c. Platform building and deck refresh- Early Spring
  
7. Fundraising & Special Events; Whitney & Sarah
  - a. Fundraising Spreadsheet Hub
  - b. Adult social update: about 20 people showed up. Experiment this year.
  - c. Fundraiser update:
    - i. Friday, April 24th
    - ii. REference the Spreadsheet for donations
    - iii. Committee meeting on Saturday to go over the spreadsheet
    - iv. The board should look at the spreadsheet to see if they have personal connections to any business; please sign up for that business.

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- d. Mabel's Labels - consider sending out before school.
8. Finance; Mei
- a. Constructive initial budget meeting with the finance committee
  - b. Next budget meeting scheduled for 11/20/25 needs to be moved due to staffing needs.
9. Marketing; Laura: MOVED for next time
10. Documentation Committee; Jamie
- a. Creating a new Board email through @meetinghousenurseryschool.org
  - b. Brainstorming ways to best house Board information
  - c. Decisions and action to be made in Feb/March
11. Revisit Goal/Action Tracker?; Jamie
- a. Goal Action Tracker
  - b. Revisit the Goal Action Tracker to see if the board or committee has reached a goal.
12. Adjourn at 6:34pm
- a. 2nd: Molly