

LNS BOARD MEETING MINUTES
September 25, 2018

Attendees:

- **Present:** Abby Adams, Cynthia Chang, Feyza Marouf, Gina Cherco, Carrie Menke, Jessica Kaplan, Martina Ladd, Rebecca Blanchfield, Becky Bermont, Christine Maggs, Sarah Robbat, Sandra Coleman, Jess Callow, Lauren O'Neil, Vanessa Cartwright, Anna Angelova, Katherine Taunton-Rigby, Liz Heald
 - **Absent:** Alex Benik, Cara Shortsleeve, Laura Leibowitz, Ania Richmon
 - **Also Present:** Nancy Fincke
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LNS BOARD MEETING AGENDA

Second Meeting of the 2018-19 Board; First Meeting during the 2018-2019 School Year

Call to Order and President's Report: Abby Adams

- Welcome, Thank yous, Board Goals 2018-19, Board Meeting Format
- Thank you to all who got the school ready. Thank you to Room Parents.
- Change of format of board meeting.
- 2018-2019 Board goals circulated; handout.
 - Review and edit the LNS by-laws to reflect current protocols.
 - Legal Advisors, President and Director
Target Date: Spring 2019
 - Review social media, marketing and communication plans of other like minded nursery schools and create a strategy that aligns with Lincoln Nursery School's mission and goals.
 - PR and Communications, Enrollment, President, Director
Target Date: Spring 2019
 - Review and update all LNS parent job manuals confirming there is a current manual for every role uploaded to the LNS website.
 - LNS Board of Directors, VP of Operations, President
Target Date: Spring 2019
 - Identify and evaluate potential opportunities for LNS to have an ongoing community service goal with one or multiple organizations.
 - LNS Board of Directors, Steering
Target Date: Spring 2019
 - Evaluate the organizational system of our website, database and parent job manuals. Research and make recommendations for improvement. Implement a streamlined, consistent system for edits and updates of all three entities.
 - LNS Board of Directors, VP of Operations/Programs
Target Date: Spring 2019
 - Stay abreast of the deCordova Sculpture Park and Museum and The Trustees of Reservations integration plan over the course of the year which may include attending open conversations with the Town and/or periodic check-ins with deCordova.
 - LNS Board of Directors, deCordova Liaison
Target Date: Ongoing

Secretary: Vanessa Cartwright

- Approve June 2018 minutes: Jessica Kaplan approved; Jess Callow seconded.

Director's Report: Nancy Fincke

- Start of School Updates
- Things are going along beautifully. Teachers are very focused on building community in their studios and supporting children and families as they settle in to a new year.
- Empathy, nature and art will be this year's Umbrella Topic. Studio teaching teams and staff members from deCordova's Learning and Engagement Department will research the topic through documenting where we think empathy is happening with children's interactions and with art and nature. Umbrella topics are a tool to connect the faculty and school community. Teaching teams will be discussing how the topic will evolve into a project(s). Children in their early years are just beginning to label their own feelings and recognize feelings of others. Empathy defined as feeling what someone else is feeling, is perhaps emerging.
- Netting under the climbing structures is underway.
- Exhibit at Wheelock College, The Wonder of Learning Boston (LNS is a sponsor) <https://wonderoflearningboston.org> is worth visiting. The exhibit closes in November. This Saturday, Sept 29, from 9-12. LNS will participate in the Wonder of Learning Educators Open House.

Call for Updates/Questions

Provocation

Lincoln Nursery School is inspired by the schools of Reggio Emilia, Italy. Our curriculum is rooted in our respect for children's interests, ideas, and abilities. Loris Malaguzzi who is the founder of Reggio Emilia's educational philosophy suggests that children have a right to a new restored image that elevates their position to one of collaborator, communicator, and co-constructor with the adults in their lives.

- ***How do parents maintain that respect for their children outside of LNS?***
- ***What are the challenges?***
- ***What supports are effective?***
- ***How can we help each other?***

A lively discussion ensued, some snippets of which are captured here:

Staying calm. Taking it down a level. Allowing enough time so you can have patience. Trying to understand the Why in the behavior; there is always a reason. Watching your children mirror you can be a good reminder. Listening and letting there be a pause rather than having an immediate response which may be an over-reaction. Reflect your child's own soothing behavior back to them; think about how they self soothe and use it to de-escalate a situation. Think about tools for learning; help a child think and learn that they have tools to empower them. Getting down at their level and making eye contact. Singing or humor. Constant interruption can be a challenge to focus and treat with respect; wait for the opening can help. If someone is talking you have to wait for the opening to talk. Setting a time when your child can talk with you un-interrupted at the same time each day. Develop a non-verbal symbol with the child, to connect with them when you cannot speak in the moment. Being conscious of your Yes to No ratio. Self care for parents is very important. Slowing down. Listening. Intentional parenting is hard work. Teaching respect by modeling how you speak to your partner. Validating your partner's (or your child's) feelings or reflecting back to them what you hear them say. Three part apology: "I am sorry that I _____. I did it because _____. Next time instead I will _____."

Vice President of Operations: Cynthia Chang

- No updates at this time.

Vice President of Programs: Martina Ladd

- No updates at this time.

Treasurer: Rebecca Blanchfield

- Treasurer's Report to the Board
September 25, 2018
2017-2018 Fiscal Year ended 8/31/18
 - Balances as of 8/31/18
 - Cash Accounts: ~\$600k
 - Endowment Portfolio Value: \$329,580
- 2018-2019 current school year
 - Enrollment: Fully enrolled with no students withdrawing over the summer, however one student did adjust from full day Red to half day Red. We always leave room in the budget for withdrawals so this won't put us behind budget
 - Tuition collection: All but two families have paid the June installment – still quite a bit behind on the installment due 9/15. The last installment of tuition is due 11/15/18.
 - Committees should now all have their budgets and instructions on how to submit expenses—feel free to come to me with questions
- Budget Risks
 - Extended Day Contracts are at ~\$37,500 thus far, which is a healthy relative to our Extended Day budgeted revenue for the year of \$45k. Last year daily extended day signups brought in ~\$17k, so if we stay on the same track this year we would exceed budget
 - Fundraising income is always a difficult number to predict.

Enrollment: Katherine Taunton-Rigby & Carrie Menke

- No updates at this time.

Gala/Fundraising: Gina Cherco

- Committee will be meeting in coming weeks.

deCordova Liaison: Becky Bermont

- No updates at this time.

Information Management: Alex Benik

- No updates at this time.

Strategic Planning: Cara Shortsleeve & Sarah Robbat

- The committee met last week, Cara, Sarah and 3 members. Please keep in mind, they will be trying to get a level of interest for studio Red, Kindergarten or Full Day, from Studio Purple or from Studio Red who could loop. The committee is interested in hearing feedback on the full day K, or any questions or thoughts you have to share on it.

PR & Communications: Laura Leibowitz

- No updates at this time.

Room Parents:

- **Blue: Ania Richmon.** No updated at this time.
- **Yellow: Anna Angelova.** No updated at this time.
- **Purple: Sandra Coleman.** No updated at this time.
- **Red : Lauren O'Neil.** No updated at this time.

Staff Search & Development: Jessica Callow

- No updates at this time.

Welcoming & Social: Jessica Kaplan & Liz Heald

- Pumpkin decorating and hay rides will be after school on Wed Oct 17.

Extended Day: Feyza Marouf

- No updates at this time.

Verbiage for Summary Email:

SUBJECT: September LNS Board Meeting Minutes

On September 25, we had a great first board meeting of the school year. It was also the first meeting with the new format, including a lively discussion on the provocation around *children as collaborator, communicator, and co-creator with the adults in their lives*. See the enclosed minutes for an interesting summary of thoughts shared.

Abby thanked all who helped get ready for the school year and shared with us the board goals for this year. Nancy updated us on the smooth start of the school year, as well as sharing the Umbrella Topic shared with our partners in deCordova's Learning and Engagement staff, we are researching with LNS children where we see *empathy happening with children in Nature & Art*.

For details, please read the enclosed minutes attached via pdf and always available on the LNS site. If you have questions regarding the minutes, please contact the relevant board member (or let me know, and I can point you in the right direction).

Vanessa