

Monona Grove Nursery School  
Board of Directors Meeting  
Monday, September 20, 2021  
7:00 PM

In attendance: Sue Carr (School Director), Lynn Witte (Member at Large), Kathryn Mingione (President), Sara Brelie (Secretary), Chyna Benzine (Equipment and Inventory Coordinator), Jodi Schmitt (Teacher), Nicole Smialek (Events Coordinator), Erin Drewes (Teacher), Aimee Wendt (Fundraising Coordinator), Dawn Van Horn (Teacher), Juli Huston (Teacher), Sarah Firchow (Teacher), Patrice Stadler (Teacher), Amanda Rudningen (Treasurer), Beth Kernan (Vice President), Laura McGuire (Volunteer Coordinator)

**1. Call to Order**

A. President Kathryn Mingione called the meeting to order at 7:07 pm.

**2. Routine Business**

A. Approval of Minutes for August meeting

- i. Beth Kernan moved to approve the minutes. Aimee Wendt seconded the motion. The motion was approved unanimously.

B. Report from the School Director

- i. School Director Sue Carr introduced new starfish teacher Sara Firchow.
- ii. Sue Carr addressed any questions from the board.
  - a. President Kathryn Mingione asked if teachers received their CPR certification cards and the teachers all agreed they had.
  - b. President Kathryn Mingione asked if substitute teachers are still needed. Sue agreed more substitute teachers are needed and that the requirements to be a sub include a half day of training, a background check and fingerprints.
- iii. Sue Carr shared that there was a staff meeting prior to this meeting and the staff shared that all classes are overall doing well, no major issues with masks being worn, and that next week yoga starts for every other week.
- iv. Sue Carr raised the question of whether or not 4k should do a fall field trip this year and asked for feedback from the board. She shared that the field trip would be dependent upon availability of buses and that it would most likely be to a pumpkin patch.
  - a. The board members that shared their opinions all agreed that this was a good idea as long as the classes do not mix and as long as it is outdoors.
  - b. It was agreed that any parents that attend the field trip would need to have their Covid vaccine and would also need a background check, which would be the same as if they were helping parent. It was also agreed that families could opt out of the field trip if they were not comfortable with the situation.

C. Financials

- i. Treasurer Amanda Rudningen reported that there was nothing significant on the balance sheet and that cash on hand was strong. The PPP loan was 100% forgiven. In regards to P&L there are not major concerns. The expenses all look okay, with advertising being a bit high, but that should average out over the year.

**3. Roundtable Check-In**

- A. The parent ambassador program has been incorporated with the 4 ambassadors having sent out welcome emails and will continue to periodically check in.
- B. Laura McGuire, Volunteer Coordinator, reports that the volunteer sign up is almost complete. 4 spots are still open and 4 families still need to respond and she will reach out to them to complete their sign up.
- C. Equipment and Inventory Coordinator Chyna Benzine reports that she is working to eliminate ants near the planter box.

D. Fundraising

- i. Fundraising Coordinator Aimee Wendt shared that Butter Braids are going well. Another reminder will go out in the teacher's weekly email to remind families when there is one week left. Aimee Wendt and Clint Cecil will work the pickup and it will be from 11:45 to 1:30. An additional Facebook post will also go out.
- ii. Aimee Wendt reported that the Jellyfish Jaunt forms will go out this week in the brown bags. Information will also go out in the monthly newsletter, teacher's weekly emails and with Facebook posts and videos. The event will have the same feel and look as last year. Ways to increase family participating were discussed.
- iii. The dine out nights were discussed and it was agreed that a flyer with all the dine out nights would be printed and put in brown bags. The idea of using stickers as reminders the day of were also discussed.

**4. Items for Discussion**

A. Meet, Greet and Student Showcase

- i. Events Coordinator Nicole Smialek discussed that this would be a virtual event on Saturday, October 2, 2021. There was one changes to the event since the last board meeting, with that being teachers would host the Zoom meetings instead of board members.
- ii. The family will receive a Zoom link they can share with other family members.
- iii. There will be a ten minute tour of the room and then each student can share their name, age and favorite part of the week and then can showcase anything they desire.
- iv. Flyers will go home this week in brown bags and it was decided there would also be an email sent to families to stress that this is a family event.

B. Zoom Story Times: November- February

- i. It was shared that story times would be a good idea for the winter months and that it would be helpful if teachers or board members could lead these. It was also shared that having Megan Planey lead yoga could be an option.

**5. Items up for vote**

- A. President Kathryn Mingione reports there are no items up for vote.

**6. Adjournment**

- A. Beth Kernan motioned to the adjourn the meeting. Chyna Benzine seconded the motion. President Kathryn Mingione adjourned the meeting at 8:03 PM.