

**Monona Grove Nursery School  
Board of Directors Meeting  
Monday, January 10, 2022  
7:00pm**

*\*\*For COVID-19 safety, this meeting was conducted via Zoom.*

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

**1. Call to Order**

President Kathryn Mingione called the meeting to order at 7:04pm.

**2. Routine Business**

a. Approval of Minutes from November Meeting

Chyna Benzine made a motion to approve the minutes from the December meeting without changes, which was seconded by Lynn Witte. The motion passed unanimously and the minutes were approved.

b. Report from the School Director

School Director Sue Carr highlighted some points from her Report.

- i. Enrollment - Beginning February, Sue will report next year's enrollment numbers instead of this year's. Applications for next year are currently open for Board members to submit at any time.
- ii. Ice skating has been scheduled. Current families will have a chance to sign up and then we might open it up to alumni if it does not fill up.
- iii. Open house - We are currently planning Open House with the assumption it will happen.
- iv. Lunch Bunch - The Board discussed whether lunch bunch should be offered next year. Since it is impossible to know what kinds of covid restrictions might be necessary for the next school year, it was decided that families will be able to sign up for lunch bunch as part of spring enrollment. No payment will be collected until later, so the applications will be more of an expression of interest.
- v. Toddler time - The Board discussed how many days toddler time should be offered next year. It was decided that since three days are currently full with someone on the waiting list, we will offer four days on the application with the understanding this could change based on interest. If four days are offered, a new teacher will be needed but that hiring process could start much closer to the beginning of the year when the schedule is more firm.

c. Financials

- i. Treasurer Amanda Rudningen highlighted that the cash balance is holding reasonably strong and steady, which is good. The monthly grant Sue recently received will amount to a large amount of money that will help with various Covid expenses.
- ii. Sue highlighted that donations look high because she has not been putting that money in a sunflower/savings fund during covid. She will restart moving some of that money since finances seem stable. Money spent on advertising also appears high because with lower enrollment, advertising spending has continued through the fall more than usual. It will be even higher at the end of the year since spring is when much of the advertising budget is typically spent.

**3. Roundtable Check-In**

- a. 2022 Timeline & Tasks - President Kathryn Mingione reminded everyone of this list and invited everyone to let her know about tasks that should be added.
- b. Board recruitment 2022-2023 - There are several Board members staying on but several others will not be around next year. Kathryn encouraged Board members to talk to parents who might be interested and encourage them to fill out the interest form.
- c. Fundraising Coordinator Aimee Wendt highlighted some opportunities for more profit share nights. It was decided that she will try for a Thursday in February for Mod Pizza and a Wednesday in March for Noodles & Co.
- d. Spring Fling - Fundraising Coordinators Clint Cecil and Aimee Wendt will be sending out letters to businesses later this week. Online donation requests will also begin in the next couple of weeks. There is also a letter for donations that goes out to parents and alumni. Sue will make sure the letter gets sent to parents in brown bags and Alumni Coordinator Sarah Kopczyk can email it to alumni. These should go out around the first week of February. At this point, the hope is for an in-person event, but there is a plan for either a virtual or an in-person event. Kathryn invited Events Coordinator Nicole Smialek to reach out as necessary for planning since the Board has done both in-person and virtual Spring Flings in recent years. The possibility of a raffle was discussed and the general consensus was that this has worked well both virtually and in person in the past. Ideas for promoting the event, possibly with a video, were discussed.
- e. The brat fundraiser was discussed. In the past, order forms have gone out in March, been processed in April, with delivery in May. The timeline has been later in recent years because of supply chain issues and the needs of the small business we work with. Now might be a good time to reach out and get an idea of what the timeline might be this year.
- f. Vice President Beth Kernan mentioned she has had problems getting responses to her inquiries about parent meeting options. She has reached out to three places but has not heard back from any of them yet. Sue offered to forward her email to a contact at ICC who has facilitated staff trainings in the past.

#### **4. Items for Discussion**

- a. Yard sign extravaganza - This is coming up Saturday, January 15. Board Members are encouraged to sign up if they haven't already and are willing. There is also a facebook post that can be shared and liked to encourage others to sign up. There is a shared spreadsheet for sign ups and Board Members can fill also sign up there if they are willing to deliver signs. Sue will make signs available to be picked up at school Friday for Board members who can deliver Saturday. Sue could also use help stapling this week if Board members are available to do that. Once signs are delivered everyone is encouraged to take a picture and post it to be entered to win free pizza.
- b. Open House - Saturday, February 5th - Assuming this event happens in person, the plan is not to have Board volunteers; only teachers will be in the building. The Board will help behind the scenes as much as possible. As of right now, there is no plan to sign up for appointments but the idea is that people will come at different times and remain socially distant.
- c. Requirement of COVID vaccine for all kids and parents in 2022-23 - For now, Sue has added language to the application regarding the possibility of a covid vaccine being required next year, alongside the current language about current vaccine requirements. This is part of what parents have to initial.
- d. Next meeting February 21 - Kathryn stated we will hope for an in person meeting again in February with the option of pivoting to zoom again as necessary.

#### **5. Adjournment**

Beth Kernan made a motion to adjourn the meeting, which was seconded by Clint Cecil and passed unanimously. President Kathryn Mingione adjourned the meeting at 8:06pm.