

**Monona Grove Nursery School  
Board of Directors Meeting  
Monday, November 20, 2023  
7:00pm**

**In attendance:** Sue Carr (School Director), Kathryn Mingione (President), Nicole Smialek (Events Coordinator), Jodi Schmitt (Teacher), Claire Huntley-Schwartz (Equipment and Inventory Coordinator), Claire Schurtz (Fundraising Coordinator), Beth Kernan (Vice President), Denay Czerniecki (Fundraising Coordinator), Robin Smekal (Volunteer Coordinator, Brooke Logan (Treasurer), Chyna Benzine (Alumni Coordinator), Maria Keegan (Advertising Coordinator)

*This meeting was held over zoom due to illness circulating in the MGNS community.*

**1. Call to Order** - President Kathryn Mingione called the meeting to order at 7:03pm

**2. Routine Business**

- a. Approval of Minutes from October - Chyna moved to approve the minutes as submitted, and Beth seconded the motion. The minutes were unanimously approved as submitted.
- b. Report from the School Director
  - i. Sue reported that as of right now, the building is still owned by LEUCC. Lex has moved to a new position. Sue has met with the person in charge of elections and voting in the building, and that person has asked that MGNS close for election day next year so that Fellowship Hall can be used for the presidential election.
  - ii. There is still no update as to who to call with heat issues in the building.
  - iii. Sue has been working on applications for next year, and the staff is generally in favor of getting rid of the vaccination requirement for adults in the building next year. The Board discussed the initial reasons for the policy, current MMSD requirements and the current utility of the policy. The consensus was that there is no longer a need to specifically require COVID vaccination for adults, but Sue can include language encouraging vaccination in the application.
  - iv. Sue also proposed adding language to the application about parents sharing an email address with other classroom parents. The goal would be to have parents find replacements when they cannot come to a volunteer or classroom duty. A suggestion was made to create classroom distribution lists so that parents have an easy way to email all classroom parents at once. No one was opposed to asking parents to share an email address with other classroom parents.
  - v. Robin asked about the situation with the door code on the church side of the building. As of now, Sue does not know of any action to change the code or the policy. After a lengthy discussion, it was decided that Kathryn would send an email asking for an update.
- c. Financial Reports -
  - i. Treasurer Brooke Logan reported that we are approximately 38% through the year as a point of reference when looking at the number. She also reported that the numbers look good - checking is currently higher because of a recent payment

from MMSD. Some expenses are also a little high, but those are mostly offset by grant money.

- ii. Since the last meeting, a CD matured and based on last month's discussion the money was moved to 13mo CD at a 5.3% interest rate.

### **3. Roundtable Check-In**

- a. Kathryn - Kathryn noted that the Culvers fundraiser was successful, and MGNS has had many successful fundraisers this fall.
- b. Sue discussed the possibility of changing teacher contracts to include working at Culvers one night. This would be in place of a current spring cleanup night that teachers are contracted to work. The reasoning is that it does not make sense to have teachers deep clean in the spring before leaving the building, when the first thing that happens in the fall is a deep cleaning, as well. This would help create a buffer for situations where a parent cannot make it to a volunteer slot at the last minute. The Board was supportive of the idea.
- c. Advertising Coordinator Maria Keegan updated the Board about the upcoming Yard Sign Extravaganza. She is planning for signs to go up 1/25-2/22, which is a similar timeframe as last year. Current families who sign up will receive signs in bins, and deliveries will be made to alumni families. Chyna, Claire Huntley Schwartz, Claire Schurtz, and Kathryn volunteered to help with sign deliveries. Advertising is also happening in the North Star newsletter and Madison Moms.
- d. Vice President Beth Kernan updated the Board about parent meetings. A meeting is set for February 2 titled "Empowered Parenting: Practical Strategies for Managing Children's Behavior" Beth was unable to schedule a technology-related talk, so she will be putting together some video and resources for meeting on that topic, probably around March 6. Kathryn also plans to do a CPR/First Aid class, likely on January 20th or 27th. Chyna might organize a car seat meeting/talk for spring. CPR/First aid and car seat talk would not be part of the required parent meetings.
- e. Volunteer Coordinator Robin Smekal asked when the spring volunteer list needs to be ready - 12/30.
- f. Fundraising Coordinator Denay reported that she and Claire are working on the Spring Fling. They are transitioning to online/email contacts instead of letters to solicit donations. They are also trying to focus on businesses and items that have raised the most money in recent years. Dine-out nights, brats and possibly pretzels are also in the works, as well as possible fundraising with Lil Badger in the Spring.
- g. Alumni Coordinator Chyna is currently drafting the first alumni email of the year, with a plan to send it out in early December. The Board discussed and approved of including blurbs about both the spring fling auction and the yard sign extravaganza form.

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

- a. Update on CTSR transition - (already discussed in round table)
- b. Door update + building security (already discussed in round table)
- c. Parent meeting/Info discussions – proposed ideas (already discussed in round table)
  - i. "Chasing Childhood" movie discussion
  - ii. CPR/First Aid
  - iii. Car Seat Safety

- iv. Dysregulation (similar to last year)
- v. Something regarding screen time
- d. Tuition Rates for 2024-25 school year
  - i. Preschool & 4K - Brooke gave an overview of the info and proposals included in the packet, including possible tuition increases and changing Toddler Time registration to the preschool format.
  - ii. Toddler Time (+ possible addition of registration fee) - Kathryn proposed a \$25 registration fee for Toddler Time. The Board had a lengthy discussion of a possible bigger versus smaller increase in Toddler Time tuition. Board members noted that there are programs in the area that charge significantly more, but keeping Toddler Time affordable also operates as a gateway to having families enroll in the preschool.
  - iii. Lunch Bunch - The Board discussed the pros and cons of increasing tuition for Lunch Bunch

## **5. Potential Items Up for Vote**

- a. Registration fee for Toddler Time starting for 2024-25 school year
  - i. Kathryn moved to add a \$25 registration fee for Toddler Time. Claire Huntley-Schwartz seconded the motion, and it passed unanimously.
- b. Tuition Rates for 2024-25 school year
  - i. Maria moved to approve the recommended rate increases for preschool classrooms. Beth seconded the motion, and it passed unanimously.
  - ii. Kathryn moved to increase Toddler Time tuition to \$13.50/day. Claire Huntley-Schwartz seconded the motion, and it passed unanimously.
  - iii. Kathryn moved to approve the recommended rates for Lunch Bunch. Maria seconded the motion, and it passed unanimously.
  - iv. Brooke moved to change the Lunch Bunch drop-in rate to \$10. Kathryn seconded the motion, and it passed unanimously.

**6. Adjournment** - Maria moved to adjourn the meeting. The motion was seconded by Beth, and it passed unanimously. President Kathryn Mingione adjourned the meeting at 9:01pm.

*Next Meeting:*

**Monday, December 18, 2023 @ 7:00pm**