

Monona Grove Nursery School
Board of Directors Meeting
Monday, August 19th, 2024
7:00pm

In attendance: Maria Keegan (President), Nicole Blattner (Vice President), Claire Huntley-Schwartz (Equipment and Inventory Coordinator), Chyna Benzine (Alumni Coordinator), Sue Carr (Director), Nicole Smialek (Events Coordinator), Beth Kernan (Advertising Coordinator), Juli Huston (Teacher), Jordan Skoda (Fundraising Coordinator), Claire Schurtz (Fundraising Coordinator), Jodi Schmitt (Teacher)

1. **Call to Order:** President Maria Keegan called the meeting to order at 7:02pm.
 - a. Maria K. had Board members guess each other's emojis!

2. Routine Business

- a. July Meeting Minutes: Sara noted she took out hyperlinks, she wasn't sure she wanted the public to access the links. President Maria Keegan wants to reach out to Maria B to find out if she can see hyperlinks on her end in the PDFs.
- b. Approval of minutes from July - Beth Kernan moved to approve the minutes as presented. Claire Huntley-Schwartz seconded the motion and it passed unanimously.
- c. Report from the School Director- School Director Sue Carr. Beth asked about removing pictures with kids in masks for slideshow since the photos are outdated.
- d. Juli Huston noted the Sea Otters are at 14!
- e. Maria wants to remind the board to send out reminders ahead of time for the newsletter.
- f. Financial Reports - Treasurer Brooke Logan (absent), Sue updating budget report: Sue reports taxes from last fiscal year are due in November, but completing earlier for key financial decisions for capital campaign.

3. Roundtable Check-in:

- a. Fundraising: Butter Braid sale: September 10th-27th (pickup October 10th)
 - i. Chocolate Shoppe Ice Cream September 24th, 4pm-close

- ii. Culver's Night: October 28th, 5-8pm
 - iii. Ian's Dough-nation night: December 18th
 - iv. Waypoint Public House
- b. Equipment and Inventory: Claire Huntley-Schwartz and Juli Huston mentioned the painting party was a success. Claire's husband helped hang shelves around school and noted she has the right tool now to hang other items around school. Sue mentioned moving Diana's tribute wall to another area. Claire reminded the Board to continue using Google Form to log projects that need to be completed.
- c. Advertising: Beth hung flyers around. Beth asked board members who feel comfortable to share social media posts to help fill toddler time slots. Beth mentioned reaching out to Macaroni Kid - she found out they would promote MGNS and has been in communication with them. Sue mentioned Macaroni Kid isn't really preschool focused and mentioned that MGNS typically uses that money for other advertising during enrollment instead. Sue suggested that they skip on Macaroni Kid at this time due to school starting soon. Sue mentioned Maria B will be transitioning from advertising and marketing to work on the capital campaign. President Maria K suggested updating the pictures for the advertising flyers. Beth suggested asking Theresa to take updated photos in the fall during school pictures.
- d. President and Vice President: Maria and Nicole gave the Executive Committee update. Sue's Director Evaluation Meeting went well, overall very positive. Maria highlighted talking points and asked the Board to take initiative within their Board roles and come to the executive committee with questions first instead of going to Sue. Trying to take things off of Sue's plate! Nicole B. mentioned the executive committee members are Maria K, Nicole B, Sara, and Brooke L.
- e. Maria and Nicole: September 28th: Board and families 9:30-11:00am invited to Fellowship Hall for a get together. Maria will come up with a sign up sheet for Board members to sign up for breakfast items to bring. Open house style, come and go as needed!

4. Items for Discussion

- a. Meet, Greet & Eat logistics - date change: October 11th (MMSD is off the previous week MGE was scheduled). Beth K. suggested filtering families outside and Maria K. suggested putting tables outside for extra space. Board and Sue suggested sticking with a 5pm start time and have families pick their delivery

time. Nicole S. noted pizza flavors: cheese, sausage, pepperoni, veggie (MGNS is opting to continue using Glass Nickel since they offer tax free catering pricing). Also serve strawberries, grapes, carrots, water, white milk and chocolate milk. Sue suggested using online sign-up for pickup times and pizza flavors. Timeline for registration: 3 weeks open, 9/16 (open), closes on 10/4. Nicole S. noted this is not a fundraiser and any money collected goes toward supplies. Nicole S. suggested increasing the budget by \$1-\$2. Discussion about activities during the event: Asking Kathryn to create a playlist, Beth volunteered to make giant bubbles outside (weather permitting), adding speakers outside. Clarie Huntley-Schwartz suggested more festive decor. Juli H reminded everyone no food or drinks in classrooms.

b. Building Committee Update: Sue gave update. MGNS put in offer to condo for 25% ownership of the building. The offer hasn't been accepted, but it also hasn't been rejected either. MGNS still plans to proceed with the Building Committee plan to move forward by 9/1, if necessary, to find a new building for the 2025-2026 school year. Sue stated the importance that if the offer is approved, MGNS is responsible for 100% of their 25% ownership. MGNS would be in charge of expenses and maintenance that go along with that, including plowing and electrical expenses. Maria K and Claire H-S are dividing up contact information for the capital campaign list and need help contacting people.

i. Common messaging to families: Sue wants it to be clear if someone comes to you asking questions regarding the status of the building, direct them to Sue or Maria. We are taking all the necessary steps, but talk to Sue or the Board president. Sue will touch on this at the parent meeting. Be positive. Regardless, we are here until the end of the school year.

c. Parent meeting prep and board expectations: Parent meeting is 8/29 at 6:30pm. Maria K. suggested adding pictures to the parent slideshow of Board members, including having an Executive Committee slide and a slide for the rest of the Board. Board members will all come up for introduction, wearing their MGNS t-shirts and name tags. Maria K. noted that we need Board members to direct traffic and show up at 5:30pm. Parents can bring school supplies at this time and the Board and staff will put them away. If it's nice outside, use fans to push air in. Whoever arrives at 5:30pm needs to make sure there is good airflow in the building. Parents who have their first meeting can help with table/chairs tear down in Fellowship Hall after the parent meeting.

5. Items Up for Vote

a. Policy update for long term subs- Need a long term sub, Robin, AM/PM 10/8-beginning of December. Nicole S. suggests taking out the word “materially” from the first bullet point to make it clear the teacher is compensated. Acknowledging sub is the one writing the lesson plan and wrap-up. Right now they alternate weeks for parent communication. Chyna Benzine makes a motion to approve policy change with amendments that Nicole S. proposes. Beth Kernan seconds the motion. The motion carries.

6. Adjournment - Claire Huntley-Schwartz moved to adjourn the meeting, and Jordan Skoda seconded the motion. President Maria Keegan adjourned the meeting at 8:26pm.