

**Monona Grove Nursery School
Board of Directors Meeting
Monday December 16th @ 7:00pm**

In attendance: Maria Keegan (President), Sara Brelie (Secretary), Claire Huntley-Schwartz (Equipment and Inventory Coordinator), Beth Kernan (Advertising Coordinator), Chyna Benzine (Alumni Coordinator), Nicole Smialek (Events Coordinator), Jorda Skoda (Fundraising Coordinator), Sarah Firchow (Teacher), Dawn Van Horn (Teacher), Jodi Schmitt (Teacher), Patrice Stadler (Teacher), Brooke Logan (Treasurer), Veronica Willsey (Volunteer Coordinator), Claire Shurtz (Fundraising Coordinator), Sue Carr (School Director)

Via zoom: Nicole Blattner (Vice-President), Juli Huston (Teacher), Kate Brown (Teacher)

1. **Call to Order** - President Maria Keegan called the meeting to order at 7:09pm.
2. **Routine Business**
 - a. Approval of Meeting Minutes
 - i. November Regular Session Minutes - Beth moved to approve the meeting minutes as presented, and Brooke seconded the motion. The motion passed unanimously.
 - b. Report from School Director - Sue reported that she has nothing to add to her Director's report and Board members did not have questions about it.
 - c. Financial Reports - Brooke reported that numbers look good from her perspective. There has been an increase in cash on hand due to CDs maturing. Next month we will begin discussing the budget for next year.
3. **Roundtable Check-In** - Round table items were collected in advance for Board Members to review.. Only necessary items were discussed.
 - a. Advertising coordinator Beth Kernan reported that the yard sign extravaganza will begin February 3, which is one week later than last year. She will need support getting signs distributed. Sign-ups will begin after winter break.
4. **Items for Discussion**
 - o. Discuss 2025-26 enrollment (**15 min**) -
 - i. Discussion of messaging to families for enrollment, specific talking points and share tools we will utilize at open house to talk about our future.
 1. Maria reported that she, Sue and others are brainstorming how to encourage and deal with enrollment this year given the change of location/location uncertainty for next year. Ideas include using AI to model the new location and having those models displayed for families to look at during open house.
 - ii. Next steps for a pre-holiday message to families on our building situation including a call to leverage our community skills and connections.

1. Veronica has a draft letter to families to circulate to the Board, likely tomorrow.
 2. The plan is to let families know the likely plan is to move to a location in the same neighborhood.
- b. Discuss suggested fees for 2025-26 (**10 min**) - Brooke led a discussion of administrative expenses including lunch bunch drop in rate and registration fees.
 - i. Brooke initially suggested raising lunch bunch drop-in from \$10-\$12 - after discussion, there was consensus to keep the drop-in rate the same. There is not a lot of space for drop-ins and the rate does not have a large impact on the overall budget.
 - ii. Sue suggested keeping registration fees the same for both preschool and toddler time, and there was consensus around that suggestion, as well.
5. **Items Up for Vote**
 - a. Vote on registration fee and drop in rates for lunch bunch (**5 mins**)
 - i. Motion - Brooke moved to keep the preschool and toddler time registration fees the same. Beth seconded the motion, and it passed unanimously.
 - ii. Motion - Brooke moved to keep the lunch bunch drop-in rate the same., Claire Huntley-Schwartz seconded the motion, and it passed, unanimously.
6. **Adjournment** - Maria made a motion to adjourn the meeting, and Claire Huntley-Schwartz seconded the motion. President Maria Keegan adjourned the meeting at 7:30pm.

Next Meeting: January 13th @ 7:00pm