

**Monona Grove Nursery School
Board of Directors Meeting
Monday, May 20, 2024
7:00pm**

In attendance: Juli Huston (Teacher), Nicole Smialek (Events Coordinator), Robin Smekal (Volunteer Coordinator), Chyna Benzine (Alumni Coordinator), Claire Shurtz (Fundraising Coordinator), Sue Carr (School Director), Sarah Firchow (Teacher), Brooke Logan (Treasurer), Beth Kernan (Vice President/Incoming Advertising Coordinator), Claire Huntley-Schwartz (Equipment and Inventory Coordinator), Kathryn Mingione (President), Maria Keegan (Advertising Coordinator/Incoming President), Sara Brellie (Secretary)

Incoming Board Members: Nicole Blattner (incoming Vice President), Veronica Willsey (Incoming Volunteer Coordinator), Jordan Skoda (Incoming Fundraising Coordinator), Sarah Thompson (Incoming Member at Large)

1. **Call to Order** - President Kathryn Mingione called the meeting to order at 7:02pm.
 - a. Welcome new board members! (We'll leave time after adjournment for meeting with the person taking over your role, if applicable) -Members in attendance introduced themselves and stated their role on the outgoing and/or incoming Board.

2. **Routine Business**
 - a. Approval of minutes from April - Kathryn noted there is a partial sentence at the end of section 5.d.iii that should be removed, and Secretary Sara Brellie agreed. Chyna moved to approve the minutes as presented, with the change noted by Kathryn. Maria seconded the motion, and it passed unanimously.
 - b. Report from the School Director - School Director Sue Carr welcomed the incoming Board members and highlighted some of the information from her report. Important documents for the Board to review are hyperlinked in the report. Enrollment continues to look good, and toddler time is filling up. There is currently not much to update with the building situation. After meeting with staff, Sue can confirm there will be no driveway visits this year. There will be Grandparent week for the first time in a few years, and Saturday at School will continue one more year - this time with more advance planning and notice to see if turnout is better. Turnout was low this past year, and if it is low again staff will consider discontinuing.
 - c. Financial Reports - Treasurer Brooke Logan reported that everything looks good
 - i. Draft Budget FY 2025 & Approval of Operating Budget - Brooke went over how she estimates tuition and MMSD payments and other numbers. After going over some numbers, Brooke made a motion to approve the draft budget that was sent out to Board members prior to the meeting. Kathryn seconded the motion, and it passed unanimously.

3. **Roundtable Check-In**
 - a. Teacher Juli Huston thanked parent Board members for teacher appreciation week

- b. Volunteer Coordinator Robin Smekal reported that parent volunteers completed their duties for the year.
- c. Chyna reported that she is working on photo album updates.
- d. Fundraising Coordinator Claire Schurtz reported that she is currently working on wrapping up the final two events - brat pickup and the Ians Pizza fundraiser
- e. Equipment and Inventory Coordinator Claire Huntley-Schwartz is currently working on two playground projects, and she currently has room to do some projects over the summer

4. Items for Discussion

- a. Update on Building - report from the subcommittee - Sue gave update with her report earlier in the meeting, Kathryn updated from the committee that not much has happened since the last meeting
- b. Policies review - Proposed language/changes were provided to the Board prior to the meeting.
 - i. Personnel Committee update - Juli suggested changing Head teacher language to ‘two representatives from the teaching staff’ Sue made a motion to approve the proposed changes with Juli’s suggested change, Kathryn seconded the motion, and it passed unanimously. Section will now read:

The Personnel Committee shall consist of the School Director, the President and/or Vice-President of the Board of Directors, one or two teachers. One to two other board members may also be appointed to this committee. The School Director shall be chairperson.

If hiring the School Director, the Personnel Committee shall consist of the President, Vice President of the Board of Directors, and two representatives from the teaching staff. One to two other board members may also be appointed to this committee. The Board President shall be chairperson.

This committee will handle recruiting, screening, and interviewing candidates for new staff hires, and will make recommendations to the Board for hiring. The Personnel Committee is also responsible for managing any grievances filed by the School Director or teaching staff.

- ii. Executive Committee update - Sue made a motion to approve proposed changes, and Claire Huntley-Schwartz seconded the motion. Juli suggested changing ‘her’ to ‘them’ to make reference to School Director gender neutral. The motion passed unanimously, with Juli’s proposed change.

5. Items Up for Vote

- a. Approval of Fiscal Year 2025 Operating Budget - see above
- b. Approval of Personnel Policy Update - see above
- c. Approval of Executive Committee Policy Update - see above

6. Adjournment & Ceremonial Passing of the Gavel -Beth moved to adjourn the meeting, and Brooke seconded the motion. The motion passed, and Kathryn adjourned the meeting at 8:08pm.

Next Meeting: July!