

**Monona Grove Nursery School
Board of Directors Meeting
Monday November 18th @ 7:00pm**

In attendance: Maria Keegan (President), Veronica Willsey (Volunteer Coordinator), Claire Huntley-Schwartz (Equipment and Inventory Coordinator), Beth Kernan (Advertising Coordinator), Sarah Thompson (Member-at-Large), Nicole Smialek (Event Coordinator), Sue Carr (Director), Claire Shurtz (Fundraising Coordinator), Jordan Skoda (Fundraising Coordinator), Chyna Benzine (Alumni Coordinator), Brooke Logan (Treasurer), Kathryn Mingione (Teacher), Dawn Van Horn (Teacher), Sara Brelie (Secretary), Patrice Stadler (Teacher), Jodi Schmitt (Teacher), Nicole Blattner (Vice President), Via zoom: Kate Brown (Teacher)

1. **Call to Order** - President Maria Keegan called the meeting to order at 7:07pm.
2. **Routine Business**
 - a. Approval of Meeting Minutes
 - i. September Regular Session Minutes - Revote on approving these minutes as it was not recorded who motioned to approve and second in the minutes from October
 1. Sue moved to approve the minutes as presented., Veronica seconded the motion, and it passed, unanimously.
 - ii. October Regular Session Minutes
 1. Veronica asked to remove the statement ‘except for the roof’ in section 4(b)(i)(3)(b) for clarity.
 - a. Maria moved to approve the minutes as submitted with Veronica’s proposed change. Chyna seconded the motion, and it passed unanimously.
 - b. Report from School Director
 - i. Field trips - the zoo will again come to MGNS, and there may be another dance performance as part of the school day. Aldo Leopold will be the only away from school trip, and parents will transport.
 - ii. Licensing for this year is done and went very well, paperwork was all in place, some minor things were pointed out but likely no citations.
 - iii. Brooke and Chyna will be featured in December newsletter.
 - iv. CSA is greatly enjoyed by staff and students, and produce is being served at snack most days
 - c. Financial Reports - There were no initial questions from the Board. Treasurer Brooke Logan walked through the budget versus actuals and reported that everything looks as it should, cash on hand and CDs are stable.

3. **Roundtable Check-In**

- a. President Maria Keegan - Maria announced she is planning a holiday get-together at her house for Board Members, she will send out dates
- b. Volunteer Coordinator Veronica Willsey asked about the mid-semester cleanup. Dawn reported it went well and info about who came or did not come for volunteer shifts is in Veronica's box
- c. Equipment and Inventory Coordinator Claire Huntley-Schwartz reported that she is currently holding off on installing the Little Free Library until there is more clarity about MGNS's future in the building. Board Members can continue to use the google form for project requests
- d. Advertising Coordinator Beth Kernan gave an overview of current advertising
- e. Member-at-Large Sarah Thompson let Board Members know she is able to help as needed
- f. Fundraising Coordinators Claire Schurtz and Jordan Skoda reported that the Culvers fundraiser was very successful, and Waypoint was also successful. There is a new December crafting event on the calendar, as well. Board Members are invited to look at and add to a list of local businesses fundraising coordinators reach out to for the silent auction in the spring.
- g. Vice President Nicole Blatner reported that she is continuing to work on parent meetings. She has about five contacts so far and there is a sheet available in VP folder in shared drive so that Board Members can share ideas and/or topics for meetings. She is currently looking at the first week of March for meetings.

4. **Items for Discussion**

- a. Giving Tuesday Campaign (10 min) - Sue will share the plans to launch a fundraising campaign for our building blocks on December 3.
 - i. MGNS is using Giving Tuesday to test Little Green Light for later, larger use. The plan is to reach out on social media, send envelopes home with current families and reach out to the last three years of alumni families.
 - ii. Ask is if you do \$100, you get a block
 - iii. The plan is to also do a small mention of capital campaign so potential donors are not surprised by a second, larger ask down the road.
- b. Capital Campaign Q & A (10 min) - Kathryn and CC team will answer questions from the document circulated prior to the meeting and open the floor for additional questions as needed. Building committee updates will continue to come weekly.
 - i. Kathryn updated the Board that she has met with a former MGNS president who has some relevant experience, and a possible consultant who has worked on capital campaigns for local preschools
 - 1. Capital campaign for nursery school can be difficult because preschool is a relatively short part of family lives

2. Often makes sense to hire a consultant at least for parts of it
 3. The Board briefly discussed ways to use this campaign for future stability at the school, if possible.
- c. Discuss tuition rates for 2025-26 (20 min) - Brooke will guide a discussion around market rates, expected expenses and the board will consider suggested tuition costs for the following programs:
- i. Preschool/4K, Toddler Time, Lunch Bunch
 1. Brooke outlined the information from the form that was circulated as part of the Advance Packet.
 2. The Board discussed rates from nearby preschools
 3. Brooke outlined reasons for her recommendations - the goal is to remain competitive while also being a little more aggressive with increasing the cost after some years of not increasing costs as much - proposed increase keeps MGNS in line with area schools
 4. Sue reminded everyone that we have been able to charge less because our rent is low

5. **Items Up for Vote**

- a. Set tuition rates for 2025-26 (10 mins)
 - i. Veronica moved to accept the increase from the 'largest' proposed column for all preschool/4K tuition. Claire seconded the motion, and it passed unanimously.
 - ii. Veronica made a motion to increase Toddler Time tuition to the amount listed in the 'largest' recommendation column. Nicole B seconded the motion, and it passed with three Board Members opposed.
 - iii. Beth made a motion to increase Lunch Bunch tuition to the 'largest' column from the circulated recommendations. Claire Huntley-Schwartz seconded the motion, and it passed unanimously.
- b. Policy update for pets on school property (10 mins) - The board will discuss the need for a policy change due to safety concerns of pets on the premises.
 - i. Suggested Language:

For the safety and comfort of all students and families, we kindly ask that parents/guardians refrain from bringing pets, including dogs, to school at any time, whether during pick-up or drop-off, indoors or outdoors. We cannot always anticipate individual fears or allergies, and we want to ensure that all children and adults feel comfortable.

If a pet is brought in to share with the class, we require that each family sign a consent form beforehand.

Please note that Service Dogs are the only exception to this policy.

Thank you for your understanding and cooperation.

- ii. Nicole Smialek suggested adding ‘required due a disability’ after service dog based on the ADA definition of a service dog, and changing the reference to ‘parents’ to ‘adults’
- iii. Nicole Smialek suggested changing the reference ‘to school’ in the first paragraph to ‘on school grounds’ for clarity.
- iv. The Board discussed reasons for a policy. Sue says that the need for a policy is because policies are good in general and prevent Sue and other staff from needing to single out specific pets or behaviors.
- v. Sue made a motion to approve the proposed language with the proposed changes, Veronica second the motion, and it passed with one motion passes with one Board Member opposed.
- vi. The policy will read:

For the safety and comfort of all students and families, we kindly ask that adults refrain from bringing pets, including dogs, on school grounds at any time, whether during pick-up or drop-off, indoors or outdoors. We cannot always anticipate individual fears or allergies, and we want to ensure that all children and adults feel comfortable.

If a pet is brought in to share with the class, we require that each family sign a consent form beforehand.

Please note that Service Dogs required due to a disability are the only exception to this policy.

Thank you for your understanding and cooperation.

6. **Adjournment** - President Maria Keegan adjourned the meeting at 8:41pm.