

**Monona Grove Nursery School
Board of Directors Meeting
Monday October 21st @ 7:00pm**

In Attendance: Maria Keegan (President), Nicole Blattner (Vice President), Sue Carr (School Director), Chyna Benzine (Alumni Coordinator), Jordan Skoda (Fundraising Coordinator), Veronica Willsey (Volunteer Coordinator), Brooke Logan (Treasurer), Claire Schurtz (Volunteer Coordinator), Claire Huntley-Schwartz (Equipment Coordinator), Nicole Smialek (Events Coordinator), Jodi Schmitt (Teacher) Sarah T, Board Member at Large, (Zoom)

1. **Call to Order: Maria K. called the meeting to order at 7:09pm**
 - a. Inclusion Activity- Fall Would You Rather

2. **Routine Business**
 - a. Approval of Meeting Minutes: Only September minutes being approved. We weren't ready to approve the October special meeting minutes - too much information that needed to be reviewed.
 - i. September Minutes - Motion carries

 - b. Report from School Director Sue spoke on writing for the LENA.
 - i. Sue reminded the Board the November newsletter feature is fundraising.
 - ii. Sue noted the heat is not working in the preschool room and office. There were two days last week where the rooms were too cold, and we can only use a space heater before kids arrive, per licensing. Chyna has a radiator to use overnight in the classrooms and it's safe to leave on overnight and turn off in the morning.
 - iii. Per Sue's report, Sea Otter and Starfish classes have vacant spots. Sue offered the spot to parents who are on the waitlist, but no one has claimed them yet. Spots will just remain open. Sue noted sometimes after the holiday break there are toddler time kids who can move up to preschool.
 - iv. Sue spoke on the social media schedule. The Board is looking at ways to help delegate that and Sue noted it falls under advertising. Sue and Beth are going to work on the schedule. Claire Huntley-Schwartz offered to assist with the social media schedule.

 - c. **Financial Reports:** Brooke gave an update on budgets vs. actuals.

- i. \$2,275 made from butter braid sales which was \$200 more than budgeted. Sue also proposed adding a budget line for Meet, Greet & Eat.
- ii. Brooke gave an update about current CDs and cash on hand.

3. **Roundtable Check-In**

- a. **Fundraising:** Claire S gave update: \$201 made from Chocolate Shoppe. Culver's next week 10/29 5-8pm, and November 12th is Waypoint. Fundraising is looking into other options with Curious Crafters for a pre-holiday craft day. Next board meeting fundraising needs a finalized list of business donations for Spring Fling and is seeking 1-3 suggestions from the Board. A parent brought an online toy company idea to the fundraising team with hopes to get it going by the holidays.
- b. **Equipment:** Parent volunteer had a little library made for us. Claire and Sue had a discussion on where to install the library. Sue suggested installing it on the bird house, but will work with Claire on where to install.
- c. **Volunteer Coordinator:** Culver's night has secured volunteers. Maria reminded Board members to wear their MGNS shirt. Volunteer hours are: 4:45-4:50pm to wash hands and prepare. Shifts are: 4:45-6:30 6:30-8pm.

4. **Items for Discussion**

a. **Feedback on Meet, Greet and Eat**

Nicole S gave an update:

- i. All families who registered checked in, with 48 total families attending. This year we had a higher than average attendance rate. Staff and Board noted it was more evenly split for times this year.
- ii. 40 pizzas were ordered, with most popular flavors: pepperoni, cheese, sausage and veggie.
- iii. This year we made a profit of \$288.22, as we didn't need to purchase paper supplies. More families ordered a whole pizza.
- iv. Things that went well: 50/50 split between 5-6pm for pizza orders. In the classrooms: it went really well with 3 spots for kids to go to.
- v. This year we did bulk fruit and cut it instead of fruit trays. 8 pounds strawberries, 8 pounds of grapes. There was 312 oz of chocolate milk and it ran out. Nicole S. suggested we either cap it and cut people off, or increase the amount of milk going forward. Also suggested we order more quantities of fruit next year: 10 pounds of strawberries and 10 pounds of grapes.
- vi. Little snafu with volunteers, only 1 person showed up for the 2nd shift. Parents helped out in the end.

- vii. Nicole S noted we need 18 volunteers for spring fling. Second shift is a lot of cleaning up.
- viii. Final Meet, Greet and Eat Feedback: Maria suggested moving music and dancing outside to avoid disruptions with families eating.

b. Committee Updates Q & A

i. Building Search Committee

1. Chyna went back to Life Center to measure and they are difficult to calculate, rough measurements are: 830, 845 and 500 sq ft. The room with the wood floors is slightly bigger. Neither of the rooms are as big as the current 4k room at about 865 sq ft. There are still safety concerns about the elevator.
2. Sue and Chyna noted that Life Center is feeling less feasible as the new renter coming in is taking two rooms that MGNS would need. Tony was pushing for an answer, but overall, Sue and Chyna noted that it's not a great option.
3. Commercial Ave residential property:
 - a. Jodi, Sue, Veronica and Maria went to visit and it had a lot of potential, but would need some work. There is an open kitchen that would need to be changed. There also needs to be a fence all the way around the back. There is ample space for parking, but unsure on how to turn it into a parking lot.
 - b. Veronica is looking to get the demographics on the space. Veronica noted the house was taken down to the foundation in 2014 and rebuilt.
 - c. Lake Edge Lutheran - They were excited at the potential for a partnership. Claire S is going to tour.
 - d. Bunky's: Veronica gave the Board an overview of what the numbers would look like.
 - i. We don't need the kitchen or basement and would be paying for it. Best option would be to buy and sublet the kitchen.
 - ii. Some of the Board members had concerns about timeline and pressure. Sue addressed this and said she spoke with teachers about the future- we may have to deal with the fact that we need 2 years to plan. And that means we may have to move somewhere temporarily instead of trying to get a new place finished by September.

- e. Door Creek: Claire S. gave an update: the space was good, the rooms are in very good condition but there is currently not a playground. The rooms would also be shared with the Sunday school.
- f. The Building Committee will meet to talk about all of the building options.

- ii. Capital Campaign Committee

- 1. Kathryn provided an update through email. No further discussion.

- c. **Potential Tuition Increases**

- i. Discussion only - Vote in November- no specifics to share at this time. But highlights to think about: a spreadsheet of tuition - we won't know about MMSD funding, but it's generally a 4% increase.

5. **Items Up for Vote**

- a. Vote on CDs Maturing on 12/2
2 CDs : voting on what to do on maturity date.
 - i. Brooke moves to cash out the CD and move it to checking. Claire Huntley-Schwartz seconds the motion. The motion carries unanimously.

6. **Adjournment**

Maria makes a motion to adjourn at 8:37pm. Chyna seconds. The motion carries unanimously.

Next Meeting: November 18th 2024 @ 7:00pm