

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

**In attendance:** Maria Keegan (President), Sara Brelie (Secretary), Claire Shurtz (Fundraising Coordinator), Jordan Skoda (Fundraising Coordinator), Jodi Schmitt (Teacher), Juli Huston (Teacher), Sue Carr (School Director), Nicole Smialek (Events Coordinator), Beth Kernan (Advertising Coordinator), Chyna Benzine (Alumni Relations Coordinator), Brooke Logan (Treasurer), Nicole Blattner (Vice President), Veronica Willsey (Volunteer Coordinator)

1. **Call to Order** - President Maria Keegan called the meeting to order at 7:05pm.
  - a. Inclusion Activity- Line It Up Activity - Board Members participated in an activity led by Maria.
  
2. **Routine Business**
  - a. Approval of Meeting Minutes from August - Secretary Sara B. noted Jodi should be added to the list of Members in attendance. Beth made a motion to approve the minutes with that change. Brooke seconded the motion, and it passed unanimously.
  - b. Report from School Director - School Director Sue Carr updated the Board that adult tables and chairs are now behind a locked door. MGNS child-sized tables and chairs are now kept off to the side so that they are not behind a locked door. The beginning of the school year has generally been smooth.
  - c. Financial Reports - Treasurer Brooke Logan noted that she has no concerns about the budget at this time. She also noted that CDs will continue maturing over the next few months, which works well with the school's potential needs. Taxes are close to being done. Board Members did not have questions.
  
3. **Roundtable Check-In**
  - a. President Maria Keegan gave an overview of the timeline of events that was included in the Advance Packet. There will be a social gathering for Board Members and families on 9/28, and the intent is to plan another one in the spring.
  - b. Vice President Nicole Blattner is planning parent meetings for February . She is currently compiling a list of contacts and ideas, as well as topics covered since 2017. She will send a google sheet around for others to add thoughts and ideas later this week.
  - c. Volunteer Coordinator Veronica Willsey reported that volunteer sign-up has gone well overall. There are some empty shifts for the Meet and Greet, so extra volunteers are welcome. Sue mentioned that all staff will be there, so there will be enough people overall.
  - d. Fundraising Coordinators Claire Shurtz and Jordan Skoda reported that Butter Braid sales are going on now, and a Chocolate Shoppe fundraiser is coming up. They asked Board members to consider mentioning these events at drop-off and pick-up. There was a

discussion of winter versus spring participation in the Lil Badger consignment sale, and it was decided to hold off for spring participation.

- e. Events Coordinator Nicole Smialek reported that registration for the Meet and Greet is now open. GNP came through with the same deal and pricing as last year, so there was no need to increase prices on our end. An event with Monona Public Library is also in the works.
- f. Equipment and Inventory Coordinator Claire Huntley-Schwartz was not at the meeting, but emailed an update on the Little Free Library that was shared by Maria.

4. **Items for Discussion**

- a. Board Feedback on Parent Meeting - Parent Board Members reported that the parent meeting went well overall. A suggestion was made to seat parent ambassadors with new families during the classroom meetings. Feedback was also shared about the difficulty of toddler time starting the same week as classroom orientations, with a suggestion to start toddler time a week later next year.
- b. Building Committee Focus Groups - pivoting to looking for new location because purchasing this building/staying here has not come to fruition
  - i. Capital Campaign Committee
    - 1. Point Person- Kathryn
    - 2. Next Steps - Kathryn has shared an instructional video with some members of this committee, and others are welcome to watch and join in the effort. There will be a meeting 9/20 @ 9:30am.
  - ii. Building Search Committee
    - 1. Point Person- Chyna
    - 2. Next Steps - Chyna and Sue have met with a realtor who seems to be knowledgeable and optimistic about finding a suitable space. They are currently waiting for follow-up.

5. **Items Up for Vote** -None tonight

- 6. **Adjournment** - Beth made a motion to adjourn the meeting, and the motion was seconded by Veronica. President Maria Keegan adjourned the meeting at 8:25pm.

*Next Meeting: **October 21st 2024 @ 7:00pm***