

**Monona Grove Nursery School
Regular Board of Directors Meeting
February 17th, 2025**

In attendance: Maria Keegan (President), Juli Huston (Teacher), Kate Brown (Teacher), Dawn Van Horn (Teacher), Jodi Schmitt (Teacher), Patrice Stadler (Teacher), Sarah Firchow (Teacher), Nicole Smialek (Events Coordinator), Kathryn Mingione (Teacher), Brooke Logan (Treasurer), Sue Carr (School Director), Claire Shurtz (Fundraising Coordinator/Project Manager), Sarah Thompson (Member-at-Large), Jordan Skoda (Fundraising Coordinator), Sara Brelie (Secretary)

Via Zoom: Claire Huntley-Schwartz (Equipment and Inventory Coordinator), Chyna Benzine (Alumni Coordinator), Nicole Blattner (Vice President)

1. Call to Order - President Maria Keegan called the meeting to order at 7:09pm.

2. Routine Business

- a. Approval of Meeting Minutes
 - i. January Regular Session Minutes - Maria moved to approve the January meeting minutes as presented. Jordan seconded the motion, and the motion passed unanimously.
- b. Report from School Director - Sue reported that enrollment started today for current families,, and initial numbers look good
 - i. Afternoon subs - Sue highlighted that there has been difficulty finding subs willing and able to come in the afternoon. At the staff meeting, staff decided to let subs know it is helpful to come for part of the afternoon, until 2 or 2:30, even if subs cannot stay the whole time.
 - ii. Sue reminded Board members that tonight's meeting is the last time with these tables and chairs. MGNS does have access to tables and chairs that we need for future meetings/events.
- c. Financial Reports - Treasurer Brooke Logan gave an update. MGNS is 64% through the fiscal year, and the numbers look good overall. MGNS is still getting some grant money, which makes some expenses look higher than they otherwise might. The Board did not have questions about the budget versus actuals.

3. Roundtable Check-In - Round table items were collected and distributed to Board members in advance.

- a. President Maria Keegan highlighted that the annual board interest form went out with the newsletter. Going forward, Maria and Nicole B will be monitoring those responses and reaching out.

4. **Items for Discussion**

- a. Spring Fling - Events Coordinator Nicole S discussed plans for the Spring Fling in April
 - i. The Spring Fling pancake breakfast will be April 12, 9-11am - no major menu changes from last year. David Landau performs 9:45-10:30.
 - 1. Last year, MGNS charged \$6 for adults, \$4 for kids, 2 and under free - after a brief discussion, the Board agreed to charge the same amount this year.
 - 2. Flyers will go home the week of March 10 for April 12 event
 - 3. Drinks - milk, water, coffee. Last year, coffee was donated. A few Board members volunteered to check on possible donations for this year, with a preference for disposable containers that do not have to be returned.
 - 4. Raffle discussion - The Board discussed the pros and cons of a raffle where some kids win prizes and others do not at the end of a fun event. There was consensus to use a spinning wheel for some small prizes and buckets for bigger prizes, with the bucket drawings outside of the event time. Kids can choose whether to spin the wheel with tickets or put their name in for bucket prizes.
 - 5. Tables - MGNS can borrow tables from LELC and elsewhere for the event.
 - 6. Open classrooms? Sue noted that this will be the last time many families will be in these particular classrooms - staff gave input as to how and when the classrooms should be open.
 - 7. Event MC/DJ- Kathryn Mingione volunteered.
 - ii. Discussion of adding some auction items for the new building (trees, toilets, sinks, cubbies)
- b. Parent Training Sessions (10min)- Thurs 3/6 & Tues 3/11 - Vice President Nicole B highlighted the presenters for spring parent sessions.
 - i. Information and sign-ups went out this week
 - ii. Nicole gave an overview - parents expected to go to at least one, Fellowship Hall is already reserved. Board members did not have questions
- c. LELC - Project Manager Claire S discussed the work of the BOB (Build out Bunch) and their timeline moving forward.
 - i. Claire reported that the BOB (Build Out Bunch) team has formed. Committee members received new plans and went through them at the first official meeting today - the committee has representation from parents, teachers, and the school director.

- ii. The committee is working through a floor plan now and then starting next month they will look at materials for flooring and other details.
- iii. Plan is to have construction plans ready by April for approval, bidding
 - 1. Threshold estimates could be 80% complete by September, and the remaining 20% would be small things that can be done after school starts
 - a. Discussion of pros and cons of going with Threshold versus bids- the Board discussed whether to go through a bidding process or stick with the company currently making the plans. There was consensus to stick with our current contractor to keep the timeline as smooth as possible. The expectation is that they will offer a fair bid when the time comes.
 - b. Staff perspective - staff have been concerned about the kids and staff transition and the general deterioration of circumstances in the building, so there are many benefits to moving through this process as quickly as possible.
- d. Capital Campaign Committee Report - The CC team shared information about the first training with Amanda White and action items moving forward.
 - i. Action item this week is coming up with a ballpark goal, which is a little tricky with up-in-the-air costs
 - 1. Amanda plans to come to our meeting next month because she sees the Board as central to success
 - 2. Spring Fling seems like a logical jump start for the Capital Campaign
 - a. We are already getting close to our fundraising goal for the year, so this would not take away from 'normal' fundraising. We could launch the campaign by getting a match for what is raised with silent auction
 - b. Then there is the possibility of adding items to the auction for the new building.
 - i. The Board decided that the fundraising team will meet with capital campaign team to figure out how to launch the capital campaign with the Silent action and include items for the new building.
 - c. Action items - Amanda and Camilla are creating a gift chart and assessing who we could get to donate, and committee members have been reaching out to other alumni to join the Capital Campaign team. There are already two alumni interested and on board. Kathryn has reached out to people

who expressed an interest on the google form that went out with the move announcement.

- d. Craig Benzine is going to make another video incorporating alumni to demonstrate their engagement
- e. Grants - not creating new programs has been a barrier to some grants
 - i. Sue mentioned that an argument can be made that we are expanding capacity because without the new building our capacity would be zero since we are losing our current building
- e. The Move - The Board discussed responses to the move and how to handle community support and ideas moving forward.
 - i. Toddler Time visits and Community Meeting feedback.
 - 1. General feedback was that parents were mostly unconcerned about the move
 - 2. Parents liked plans on display in the hallway.
 - ii. Sue will reach out to volunteers who want to help pack.
 - iii. Claire H-S and Claire S will manage those with special skills.
 - iv. Fundraising Team and Sue will reach out to people who have expressed an interest in purchasing something for the new building.
 - v. Maria and Nicole B shared ideas for helping manage the social media page and continue engagement with our community.
 - vi. Next Steps
 - 1. Who and When will the press release go out?
 - a. We have a nice press release drafted with quotes from the LELC pastor and Claire S
 - 2. Other ideas?
 - a. Continue putting QR code on social media and in newsletter
 - b. Mood/Hopes and Dreams Board for community to contribute ideas, etc.
- f. 2025-26 Budget - Brooke shared the initial 2025-26 Budget Document. The Executive Team will meet and decide on teacher contracts for next year. The board will approve the budget at the next meeting.
 - i. Brooke - have numbers for MMSD payments next year
 - ii. Construction loan budget line is mostly a place holder at this point.
 - 1. Once we get the numbers for the work that needs to be done, we can figure out financing plans/details.

2. Brooke asked Board members to please look at these numbers that you work with directly and let Brooke know if you anticipate change/differences next year.
3. Budget has us operating at a little bit of a loss, and that is expected with a transition like this
 - a. There will likely be shifts on this and it would be expected to have some loss for the next couple of years
 - b. There will also be money we spend that is not in our operating budget

5. Items Up for Vote

- a. Vote to reinstate the board position of Purchaser and update the job description as needed.
 - i. Sue - this position existed until a few years ago and there is desire to bring it back so that there is a point person to buy milk and other supplies. This position would take some work off of Sue's plate and allow MGNS to adjust how it acquires supplies to fit the reduced storage space at the new location. For example, if parents pay a fee for supplies instead of buying certain supplies, there will need to be someone making sure we have the things we need as we need them.
 - ii. Discussion of whether it can be rolled into equipment and inventory coordinator
 1. Sue observed that the milk makes this a pretty constant low level commitment, always have to have milk and can't let it expire
 2. We do not know of anyone interested yet because we have not reached out
 3. Kathryn moved to bring back purchaser position as outlined by Sue in the materials circulated before the meeting. Brooke seconded the motion, and it passed unanimously.
 - b. Vote to grant authority to the BOB team to receive a minimum of 2 bids for the build out at LELC and approve a contractor to begin renovations.
 - i. Maria made a motion to give the BOB committee the authority to make and approve a contract with Threshold. Sue seconded the motion, and it passed unanimously.
6. Adjournment - Maria moved to adjourn the meeting. Veronica seconded the motion, and Maria adjourned the meeting at 9:03pm.