

**Monona Grove Nursery School
Regular Board of Directors Meeting
April 21, 2025**

In attendance: Maria Keegan (President), Nicole Blattner (Vice President), Sara Brelie (Secretary), Sue Carr (School Director), Claire Huntley-Schwartz (Equipment and Inventory Coordinator), Nicole Smialek (Events Coordinator), Claire Shurtz (Project Manager/Fundraising Coordinator), Kathryn Mingione (Teacher), Beth Kernan (Advertising Coordinator), Veronica Willsey (Volunteer Coordinator), Sarah Thompson (Member At Large/Fundraising Coordinator), Jordan Skoda (Fundraising Coordinator), Juli Huston (Teacher), Dawn Van Horn (Teacher), Sarah Firchow (Teacher), Chyna Benzine (Alumni Coordinator)

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

2. Routine Business

- a. Approval of Meeting Minutes - Maria suggested striking a reference in the draft minutes (Section 5.a.i.1.) to the slide and changing 'most' to some of the playground structures coming with us.
 - i. Maria moved to approve the minutes with her proposed change. Beth seconded the motion, and it passed unanimously.
- b. Report from School Director - the Board had no initial questions, so Sue summarized the report for the Board
 - i. Review Draft Calendar - Some changes were recently made to the draft 2025-26 calendar. Sue will send an updated calendar to the Board once the changes are reflected in it.
- c. Financial Reports - Treasurer Brooke Logan sent an update prior to the meeting - details are still being worked out in terms of the janitorial budget for the new building, but the plan is still to vote on the full proposed budget in May.
 - i. Claire Huntley-Schwartz asked if MGNS is still considering asking people to prepay tuition or if that is needed for cash flow. Sue reported that there are always some people who prepay, and in the last 15 years there has not been a problem with the lull in time between regular tuition payments. She does not expect that to be an issue this year, either, so there does not seem to be a reason to offer an incentive to prepay.

3. **Roundtable Check-In** - Round table items were collected in advance and only discussed as needed.

- a. Events Coordinator Nicole Smialek gave a brief overview of Spring Fling numbers - the event was successful in terms of number of families in attendance and other measures.
- b. Volunteer Coordinator Veronica updated the Board that all families' volunteer slots are accounted for as long as people who are signed up do what they are signed up for in May and June.
- c. President Maria noted that she circulated a link to a timeline of events and needs for the Board to use as a reference.

4. **Items for Discussion**

- a. **2025-26 Board** - Maria and Nicole B updated the Board about positions and plans for next year. As of tonight, there is one new Board member for next year, and two others who are potentially interested. A more detailed list is in a shared document.
- b. **Spring Fling Debrief** - Feedback and suggestions for improvement on the Spring Fling event. General consensus was that the event went well. Unlike previous years, there was no line at 9am - families came steadily over the course of the first half and hour. We did not run out of food, and volunteers showed up for their jobs. The breakfast raised some money with expenses, and there were 212 attendees (Nicole S has detailed notes about how much food is needed based on expected attendance, what volunteers are needed, etc. for next year's new Events Coordinator). Teachers reported that allowing kids in the classroom went well. There was also good feedback about the choice not to do the raffle.
- c. **Check in on Current Board Capacity** - Sue facilitated a discussion of current capacity for Board members in their current positions, and she shared strategies for sharing the load moving forward. Sue acknowledged that the Board as a whole is carrying a heavy load this year and many large projects such as moving and a capital campaign are coming to a head at the same time, in addition to everything the Board does to run the school. Board members discussed challenges and current capacity, and Sue encouraged everyone to take breaks and reach out when needed.
- d. **BOB "Build out Bunch" Update at LELC** - Claire S guided the Board through an update on the committee work. The MGNS construction project Threshold sent plans to the city last Thursday, and the project is now out to bid with trade partners. Threshold still feels optimistic about MGNS's timeline and budget. There is some wiggle room to adjust plans if the project starts going over budget and adjustments are necessary. There is a plan to ask for volunteers June 5th to help move sewing machines that are currently stored in the project space, and, there is also a volunteer opportunity to help pack on May 20. The MGNS website will be updated with materials and volunteers that are currently needed. One

Board Member suggested considering thinking about and being clear about whether kids can be invited to volunteer opportunities or not. The Board discussed opportunities to potentially involve kids in helping at some point.

- e. **Capital Campaign Update** - Kathryn gave an update on the capital campaign. Kathryn reported that there are no updates beyond the email that was circulated before the Board meeting -the contract with Amanda White finishes up at the end of the month and we are not planning to extend it. The capital campaign committee currently plans to meet about larger asks as a small group and then open up a larger group. There is an anticipated need for additional support in the summer as donors need to be thanked and other administrative tasks for the capital campaign increase. Kathryn also acknowledged that the capital campaign committee and the BOB committee are needing to keep in touch and coordinate more so that as we know what we are paying for we also know what money we are raising.
- f. **Equipment & Maintenance Role Update** - Sue and Claire S shared their vision for this role next year. The plan is to update the job description to combine the current equipment position with additional responsibilities for being a liaison with LELC.
 - i. LELC is interested in meeting at regular intervals with all tenants, including us - the idea is to have working with LELC as part of Equipment and Inventory Coordinator, and to give the position a new title and job description, with the understanding that this will be important to building the relationship with LELC.

5. Items Up for Vote

- a. Vote to approve the new job description and title for Equipment and Maintenance to Building Facilities Coordinator.
 - i. Veronica moved to change the job description and title as proposed. Maria seconded the motion, and it passed unanimously.

6. **Adjournment** - Maria moved to adjourn the meeting., Beth seconded the motion, and it passed, unanimously. President Maria Keegan adjourned the meeting at 8:25pm.