

**Monona Grove Nursery School
Regular Board of Directors Meeting
May 19th 2025**

In attendance: Maria Keegan (President), Dawn Van Horn (Teacher), Sarah Firchow (Teacher), Bailey Leon (Incoming Member at Large), Sarah Osowski (Incoming Purchaser), Kathryn Mingione (Teacher), Hailey Clark (Incoming Member-at-Large)), Jodi Schmitt (Teacher), Patrice Stadler (Teacher), Jordan Skoda (Fundraising Coordinator), Sarah Thompson (Member-at-Large/Fundraising Coordinator), Brooke Logan (Treasurer), Claire Huntley-Schwartz (Equipment and Inventory Coordinator), Chyna Benzine (Alumni Coordinator), Veronica Willsey (Volunteer Coordinator), Claire Shurtz (Project Manager/Fundraising Coordinator), Sara Brelie (Secretary), Lindsay Baer (Incoming Advertising Coordinator), Sue Carr (School Director), Nicole Smialek (Events Coordinator)

1. **Call to Order** - President Maria Keegan called the meeting to order at 7:04pm.
2. Welcome to our New 25-26 Board Members!
 - a. Incoming, returning and outgoing Board members introduced themselves to the group.
3. **Routine Business**
 - a. Approval of Meeting Minutes - Maria moved to approve the minutes as submitted. Brooke seconded the motion, and it passed unanimously.
 - b. Report from School Director
 - i. Sue and Kathryn talked about direct mailer and passed it around for Board Members to look at. It has already been printed and is ready to be mailed.
 - ii. Sue also reported that there are still some intermittent electrical issues in the bathrooms. Kids have been having fun with lanterns in the bathrooms and helping each other out, but this is an issue that needs to be resolved. The new landlords are working on it but have not been able to solve it yet.
 - iii. Hallway garage sale update - this will continue in the hallway and eventually be moved to outside Sue's house the weekend of June 13-14-15. People can bring things to donate, and all money goes to the school
 - iv. Child care counts grants are ending this month, after being in place since Covid.
 - c. Financial Reports -
 - i. Brooke gave an overview of what money is where. There are two more CDs maturing in the coming weeks. This money remain available for current expenses

- ii. Budget versus actuals - Brooke explained to new members that the fiscal year July 1-June 30. As of now, there is nothing worrisome in the current budget. A few expenses have been higher than expected, but those are mostly related to unexpected expenses with the move this year.

4. Roundtable Check-In - Round table items were circulated in advance to Board members and only discussed as needed.

- a. Sue reminded Board members to get parent survey items to Sue soon.
- b. Sue led a discussion of Saturday at school. Numbers have been down in recent years, and staff is deciding whether to continue offering it. Several Board members spoke about enjoying attending Saturday at school. Possible reasons for lower attendance could be more parents able to come as helping parents instead of Saturday being the only option. Suggestions included holding a single Saturday for multiple classrooms and/or marketing it more strongly as an opportunity to bring a new adult (grandparents/aunts/uncles, etc.) to school, or even making it part of Grandparents week.

5. Items for Discussion

a. BOB “Build out Bunch” Update at LELC

- i. Claire S updated the Board on project progress and costs - plans are still with the City, but we now have a total estimated cost for the Threshold portion of the work. There are a few other pieces of the project that are not part of that total.
 - 1. Claire gave an overview of what projects we will be paying for that are not part of Threshold work - fencing, lead removal, asbestos work, networking. A big question mark in terms of expense is that we are still waiting to hear if we will be exempted from the ADA lift requirement.
 - 2. Work is still on track to start mid-June.
 - 3. There was a question about potentially moving some things early to the new location. Claire said some rooms and spaces will be done early, which will give us a place to put things as we move out of this building and into the next one.
 - 4. Claire mentioned we are looking for connections to an arborist to do some work in the outdoor space.
- ii. The BOB committee asks that all Board members continue to spread the word about volunteer opportunities assisting with the move, directing families to the google form. We also ask if you have time available to consider helping at one of these days.

b. Capital Campaign Update

- i. Capital Cabinet Plans - Kathryn shared a summary of the Capital Campaign so far and a timeline for major donor outreach
 - 1. Campaign committee has been doing behind the scenes prep work for reaching out for larger donations.
 - 2. There is now also a Capital Campaign Cabinet that is a subset of the committee, working hard on a list of prospects for giving, RIght now there are two people in the cabinet, and a third (an alumni parent) will be joining in the summer.
 - 3. Direct mailer is going out to alumni this week.
 - ii. Claire Huntley-Schwartz spoke about board-led corporate donation initiative
 - 1. The goal is to start reaching out to local businesses
 - 2. The Capital Campaign Committee is asking Board Members to do some reaching out - idea is to reach out for cash donations from businesses, with the understanding that there will be some acknowledgement in return
 - a. Some examples of what the ask looks like are in the packet circulated to Board members
 - b. Duplicate asks are not a concern
 - c. Board members were asked to confirm by the end of the month that outreach was completed, and let Claire H-S know who they have reached out to.
 - iii. Brooke outlined preliminary options for a Lake Ridge Bank construction loan
 - 1. Have been working with Lake Edge Bank since last fall, but we did not have accounts there.
 - 2. MGNS is starting to expand our relationship with them by opening accounts. Brooke and Sue are very happy with their policies and customer service/ability to meet MGNS's needs.
 - 3. Brooke has also been looking into starting the process of getting a loan or a draw note through Lake Edge Bank. It has been challenging to settle on the right amount to try for - ideally, we get enough money without paying interest on extra money.
 - iv. Breakdown of Fundraising
 - 1. Sue updated that generally speaking, the capital campaign has a long way to go.
- c. **Grants**
- i. The Grants Team shared what grants MGNS has applied for, what grants are in progress and what responses we have received

1. Claire H-S has been working on traditional grants and Claire S has been working on in-kind donations
 2. MGNS was declined by MGE,
 3. The focus has been on local grants as opposed to national ones, unless MGNS has a connection or there is a local connection with a national organization or grant
 - a. Board Members are encouraged to send grants they see to the Grants Team, even if the date has passed. The expectation is that grant applications will go out next year, too.
 - ii. The Grants Team is looking for an interested board member to commit to spend 30 min 1-2x week researching opportunities that meet MGNS's qualifications
 1. Sarah O volunteered
- d. **Final Budget Discussions** - Brooke guided the Board through the proposed 2025-26 Budget.
- i. This is primarily an operating budget, always some uncertainty
 - ii. The net income is negative this year because that is what we expect for the next couple of years as MGNS adjusts to the new, higher rent.

6. Items Up for Vote

- a. Vote to approve 2025-26 Budget - Sue made a motion to approve the proposed 2025-26 budget., Kathryn seconded the motion, and it passed unanimously.

7. **Adjournment**- Maria asked that Board Members who are shifting roles for next year and new board members please stay after adjournment to have a brief transitional meeting. Sue announced that 2024-25 Board Members have gifts and cards as a thank you from teachers.

- a. Maria moved to adjourn the meeting. Veronica seconded the motion, and it passed, unanimously. President Maria Keegan adjourned the meeting at 8:41pm.

Next Meeting: June 16th 2025