

**Monona Grove Nursery School
Regular Board of Directors Meeting
July 21st 2025**

In attendance: Maria Keegan (President), Sara Brelie (Secretary), Jordan Skoda (Fundraising Coordinator), Sarah Thompson (Fundraising Coordinator), Kathryn Mingione (Teacher), Hailey Clark (Member at Large), Brooke Logan (Treasurer), Lindsay Baer (Advertising Coordinator), Sarah Osowski (Purchaser), Rebekah Herman (Teacher), Sarah Firchow (Teacher), Dawn Van Horn (Teacher), Claire Shurtz (Facilities Coordinator), Patrice Stadler (Teacher), Jodi Schmitt (Teacher), Sue Carr (Director), Bailey Leon (Events Coordinator), Chyna Benzine (Alumni Coordinator), Nicole Blattner (Vice President)

1. Call to Order - President Maria Keegan called the meeting to order at 7:03pm.

2. Routine Business

- a. Approval of Meeting Minutes - Brooke moved to approve the draft meeting minutes without changes. Sarah Osowski seconded the motion, and it passed unanimously
- b. Report from School Director - A Board member asked about patterns or irregularities in withdrawals so far this summer. Sue reported that she has not noticed significant differences in numbers or reasons for withdrawals as compared to previous years. There was a brief discussion about details for the upcoming parade and gathering August 2, and a reminder that Jazz in the Park will be on August 10 and there will be an option to donate to MGNS.
 - i. Discussion of parent survey results - several parent comments are about things that have already been addressed in terms of school safety and communication during events that potentially impact safety.
 - ii. Maria led a brief discussion reflecting on how Board Members can reach out to more families and be intentional about communicating with all families in hallways and at other social times.
 - iii. The Board discussed a variety of options for how to help when families have hardship with helping parent duties. While consensus was that parent helping duties are a core part of the parent cooperative model, there is also a desire to ensure that people are able to get help and accommodations when necessary.
- c. Financial Reports - Treasurer Brooke Logan reported that she has been busy wrapping up one fiscal year and beginning another. One of her projects is separating capital and operating budgets. She explained some numbers that might look odd in the financial reports this month, and she reported no major concerns with the budget at this time.

3. Roundtable Check-In - Round table items were collected and circulated in advance. There was a brief discussion of questions circulated prior to the meeting.

- a. Fundraising Coordinator Sarah Thompson discussed some potential changes to the Meet Greet and Eat for this year.

- i. The current plan is to have an alumni walk/run/event leading up to the event, and to invite alumni and current families to purchase Costco pizzas at the event.

4. Items for Discussion

- a. BOB “Build out Bunch” Update
 - i. General Project Updates & Board Tour Of New Space - Claire led the Board on a tour of the new space.
 - ii. Facilities Coordinator Claire Shurtz reported that construction is going reasonably smoothly, and MGNS continues to be on track for moving end of August in time for the new school year.
- b. Capital Campaign Update
 - i. Brooke gave an update about loan applications and a possible corporate credit card.
 - 1. The loan application process involves a lot of detail work and is taking some time, but it is overall going well and moving in the right direction.
 - 2. Items up for vote related to the loan applications are Board approvals needed to move forward with a loan.
- c. Capital Cabinet Updates
 - i. Kathryn shared info about potential house parties as fundraising opportunities
 - 1. Right now, the Capital Cabinet is working more toward fall dates because people have been busy and hard to reach during the summer. Board Members were asked to consider their ability to host and/or invite potential donors.
 - 2. There was also a discussion of whether/how to discuss the capital campaign at classroom play dates
 - 3. Board members discussed ways to break down expenses so that people and organizations can pay for or give money to something specific. Potential donors have raised concerns about the ability to donate to a broad capital campaign. Kathryn and others brainstormed ways to break the project down into parts people can pay for specifically.
- d. Grants/Other Fundraising Updates
 - i. Sue gave an update about grants still in process and plans for grant applications moving forward.
 - ii. A possible, potentially forgivable loan from the city is still in process but there has not been much movement in the summer
- e. Policy Review and Update for Air Quality Concerns
 - i. Sue shared her rationale and draft of a possible new school policy for unhealthy air quality concerns. The Board generally agreed that the proposed policy was necessary.

5. Items Up for Vote

- a. Lake Ridge Loan Approval - Maria made a motion that the MGNS board authorize Sue Carr and Brooke Logan to secure a loan from Lake Ridge Bank (or another bank/entity) of up to \$257,800, and to sign on behalf of MGNS. Nicole seconded the motion, and it passed unanimously.
- b. Lake Ridge Bank Corporate Credit Card Approval - Maria moved that the MGNS board authorize Sue Carr and Brooke Logan to apply for and secure a corporate credit card from Lake Ridge Bank with up to 3 card holders (director, purchaser and treasurer) and with a credit limit of \$20,000, spread evenly amongst the 3 cards. Jordan seconded the motion, and it passed unanimously.
- c. Policy Update for Air Quality Concerns
 - i. Suggested Language: Monona Grove Nursery School will use the AIRNOW App to determine when the air quality is not appropriate for outdoor play. MGNS will play inside if the arrow is in the Unhealthy Zone- Above 151.
 - ii. Brooke moved to approve the new air quality policy as drafted and proposed. Kathryn seconded the motions, and it passed unanimously.

7. Adjournment - Maria moved to adjourn the meeting. Brooke seconded the motion, and it passed unanimously. President Maria Keegan adjourned the meeting at 9:06pm.