

**Monona Grove Nursery School
Regular Board of Directors Meeting
August 18th 2025**

In Attendance: Maria Keegan (President), Brooke Logan (Treasurer), Lindsay Baer (Advertising Coordinator), Claire Shurtz (Facilities Coordinator), Bailey Leon (Events Coordinator), Sarah Thompson (Fundraising Coordinator), Jordan Skoda (Fundraising Coordinator), Haley Clark (Member-at-Large), Sue Carr (Director), Juli Huston (Teacher), Jodi Schmitt (Teacher), Kate Brown (Teacher), Patrice Stadler (Teacher), Sarah Firchow (Teacher), Dawn Van Horn (Teacher), Rebekah Herman (Teacher), Kathryn Mingione (Teacher), Chyna Benzine (Alumni Coordinator), Sarah Osowski (Purchaser)

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

2. Routine Business

- a. Approval of Meeting Minutes- Maria moved to approve minutes with slight change to section 2iii with clarifying language. Kathryn seconded the motion, and it passed unanimously.
- b. Report from School Director- In regards to the discussion last board meeting about some families needing more help with co-op duties, Sue created a google form that all teachers will share with classes. Parents will be able to offer to help with more parent days or to state if extra help with parent days are needed. These results will only go to Sue.
 - i. Sue will pass along information about what is needed from the board for clean up after the Parent Meeting next week.
 - ii. The staff will be doing a training with LELC about crisis management with a Madison Police Officer.
 - iii. Sue has been working with the licensor to get the new building licensed. There is a tight turn around with the timeline of getting the licensing approved which may result in more violations being listed than in a normal year.
- c. Financial Reports- Treasurer Brooke Logan reported that we are moving money over from our Summit account to our Lake Ridge accounts. Starting next month there will be a new line item about our loan note.
 - i. Overall, the budget looks good with only a few overages that were offset by capital grants. This is the final budget that will be submitted for taxes.
 - ii. It is early in the new fiscal year, but so far the budget is trending well. Moving forward TT and preschool will be combined into one line item.

3. Roundtable Check-In - Round table items were collected and circulated in advance.

- a. aBoard survey results were briefly discussed with some changes to the format of meetings and communications happening moving forward.
 - i. Biweekly email update about BOB and the capital campaign will be sent on the 2nd and 4th Sunday of the month, before and after monthly board meetings.
 - ii. There was a suggestion about the round table format- going around the table instead of using the form might be helpful in order to share more about everyone's roles with the board. This will start again at the next meeting.
 - iii. It will be the goal moving forward to get the advance packets sent out on the Thursday before board meetings.

4. Items for Discussion

- a. BOB "Build out Bunch" Update at LELC (30 min)
 - i. General Project Updates- Claire Shurtz discussed how the project is still on schedule and on track with only minimal delays with items. Threshold has been communicating about all deliverables and LELC has been very helpful with cleaning the area.
 - 1. We have a new donor for soap dispensers and paper towel dispensers.
 - 2. We will be using Wifi phones so classrooms can communicate with each other easier. Phones, cameras and swipe entry readers are being installed this week.
 - 3. There are volunteer opportunities available so please share the Signup Genius in order to finish all tasks before school starts
 - ii. Building Tour- Claire gave a tour of the building and the updates that have been completed.
- b. Capital Campaign Update (20 min)
 - i. New Delegation of Responsibilities- Maria discussed the new responsibilities now that Sue is focusing on the beginning of the school year. Maria and Kathryn will continue to work as leaders of the Capital Campaign committee. Responsibilities may change as people settle into the new school year.
 - ii. Discuss Lake Ridge Bank Loan - Current push is to keep fundraising hard to not access funds until needed. Help MGNS keep our debt low!
 - 1. Brooke explained that the loan from Lake Ridge has been approved. Once funds are taken out we will begin paying interest. The loan wraps up on 8/15/28 as it is a 3 year loan period. Loan amount is \$243,019 but nothing has been taken out to date. August

Threshold payment will be paid with funds already in place. September payment will be taken from loan. Invoices are necessary to take funds out so we will be using the loan for larger funds for ease and so we don't have to pay off as much interest.

2. Interest rate on the loan currently is 7.75%, if interest rates go down with the Fed that will impact our interest rate. Interest paid monthly is taken directly out of Lake Ridge account. Will look into paying back the principal back as soon as possible when able, to avoid interest

iii. Grants/Other Fundraising Updates

1. Muskie Event - Oct 5th- Kathryn is working on an event starting at 2 pm at the Muskie Lounge. The goal of this event is to engage people who might not have a direct connection to MGNS. Fundraising type games will be happening as well as direct donations. Hoping to reach a lot of alumni with this event. Looking for the board as well as the MGNS community to spread the word about the event. Hoping Modern Woodman will be able to do a matching gift for this event.

iv. Bulk Biz Mailer

1. Maria discussed the ask for all board members to add 10 businesses as well as addresses to this spreadsheet.

v. Direct Mailer to Families

1. Maria discussed sending direct mailers to families who have not given to the campaign at this point. Offering a recurring donation along with other opportunities to give. Kathryn has crafted the letter
2. A board member suggested finding a way to ask families if their employers would be willing to donate if they feel they can't contribute personally

c. Meet, Greet and Eat Discussion (15 min)

- i. Bailey will update the board on plans for the event including the addition of the "Roll & Stroll." She will share ways that board members can support the event.

1. Bailey discussed the event will take place on 10/10, the Roll & Stroll will go from 4:30-5, and the Meet, Greet and Eat from 5-7
2. Fundraising has been working on getting local sponsors for the Roll & Stroll portion of the event
3. Alumni and current families are invited to both portions of the event. People will be able to RSVP to either or both events as well as order pizza. Pizza will be provided from Costco this year.

4. Crowd control for the classrooms on the day of the event is something still being discussed, but tours of the classrooms are a potential solution. Shuttling alumni children to the playground, breakdown by times one time for alumni families and the rest of the time for current families is another option. The teachers will be in the rooms to control the crowds. Close the classrooms before the end of the event so teachers can reset the rooms, somewhere between 6:30/6:45
- d Joint Event with LELC this winter (10 min)
 - i. Sue will share a proposed craft activity for the winter with LELC. We will discuss this event and events like this for future planning.
 1. Sue discussed how members from LELC would like to have a craft night with all 3 groups housed at LELC. If the advertising is clear that crafts may be religious in nature it seems like a good idea to strengthen the relationship between the school and LELC. The board suggested handing out a flyer that includes what the craft will be. This could be helpful for families that may not be interested in religious aspects of the crafting. Include wording that the church has invited us to join the crafting activity

5. Items Up for Vote

- a. None at this time.

6. **Adjournment-** Maria moved to adjourn the meeting. Kathryn seconded the motion and it passed unanimously. Meeting was adjourned at 8:31 pm

Next Meeting: September 15th 2025