

**Monona Grove Nursery School
Regular Board of Directors Meeting
September 15th 2025**

In attendance: Maria Keegan (President), Juli Huston (Teacher), Jodi Schmitt (Teacher), Rebekah Herman (Teacher), Sarah Firchow (Teacher), Dawn Van Horn (Teacher), Sarah Osowski (Purchaser), Sue Carr (Director), Brooke Logan (Treasurer), Lindsay Baer (Advertising Coordinator), Jordan Skoda (Fundraising Coordinator), Kathryn Mingione (Teacher), Sara Brelie (Secretary), Nicole Blattner (Vice President), Bailey Leon (Event Coordinator), Veronica Willsey (Volunteer Coordinator)

1. Call to Order - President Maria Keegan called the meeting to order at 7:05pm.

2. Routine Business

- a. Approval of Meeting Minutes - Brooke made a motion to approve the minutes after correcting the dollar amount in section 4.b.ii. to accurately reflect a loan amount of \$243,019. Maria seconded the motion, and it passed unanimously.
- b. Report from School Director - Sue reported that the school year is off to a smooth start overall.
 - i. There has been some confusion amongst parents about potty training expectations this year, so Sue is proposing additional language about potty training expectations to be included in future application materials. The hope is to outline potty training expectations with more specificity, including that this is a licensing requirement and not a teacher or director preference.
 - ii. Sue also highlighted upcoming building tours for summer volunteers, as well as plans for the upcoming Meet Greet and Eat and Musky capital campaign fundraisers.
- c. Financial Reports - Treasurer Brooke Logan went over some changes in the format she uses to present financial information to the Board.
 - i. MGNS has recently switched to using credit cards to make purchases, and Brooke has updated the information presented to the Board accordingly. Brooke explained to the Board that she audits every credit card purchase and also does quarterly payroll audits.
 - ii. Brooke also briefly discussed plans drawing from the loan for the final Threshold payment - the plan is to borrow as little as we can to make the payment when the time comes.

3. Roundtable Check-In - Maria gave an overview of the return to the previous roundtable discussion format for Board meetings. Board Members will each be given the opportunity to update the group and ask for feedback.

- a. Maria updated the Board that her yard sale made \$610 for the capital campaign. She also reported that new Board member Jessica Murphy will be at the next meeting as a Member at Large, and Veronica will remain in the Volunteer Coordinator position.
- b. Vice President Nicole B. reported that she will be starting to plan parent meetings in the near future.
- c. Fundraising Coordinator Jordan Skoda reported that she has no numbers from the Ian's fundraiser yet, and she reminded the Board that the Chocolate Shoppe fundraiser is tomorrow.
- d. Events Coordinator Bailey Leon reported that things are on track for Meet, Greet and Eat. The flyer has gone out on social media and will go out to parents this week, parents and others can sign up and pay with Venmo.
- e. Volunteer Coordinator Veronica Willsey reported that volunteer coordinating is going well. She has five families to reach out to.
- f. Maria reported to the Board that she has begun engaging in lease end negotiations, but so far there are no definitive answers.

4. Items for Discussion

- a. BOB "Build out Bunch" Update
 - i. THANK YOU to the BOB team for a successful start to the year!!
 - ii. Sue commented that the building looked good for the beginning of the school year, and she thanked teachers for working right up until the parent meeting. There is still work to be done, including some things that need to be hung on the wall. Sue is also still working on getting mail moved over. Phones are not currently working, but Claire S will work on that next week.
- b. Capital Campaign Update
 - i. Musky Event - Kathryn highlighted ways Board Members can support the event.
 - 1. Event planning is going well, and Kathryn is starting to focus on smaller details
 - 2. Board Members can support the event by spreading the word to friends - the idea is to get people to go to the event and then there is the potential to raise money from people and places that would not otherwise be likely to write a check to MGNS.
 - 3. Board members who are planning to be there and are willing to run a game, please let Kathryn know.
 - ii. Back to School Sustainer Campaign - The capital campaign team presented an idea for a back to school campaign aimed at getting people to sign for recurring donations
 - 1. The plan is to start the drive for the sustainer campaign at the Musky event
 - 2. T-shirts will be available on the spot for people who commit to \$10/month

3. The Board discussed whether to set a fundraising goal for the Musky event and decided a goal of \$4019, in honor of MGNS's new street address, would be appropriate.
- iii. Grant Update - Team Grants has submitted 2 grants this month. They are working on tailoring grant asks to be more specific.
- c. Meet, Greet and Eat/Roll and Stroll Final Planning and Support
 - i. Setup will begin at 3 that day, but the school will be locked until the Meet Greet and Eat starts
 - ii. The Roll n Stroll will start on the parking lot closer to the church
 - iii. Bailey does not anticipate needing additional Board volunteers at this time
 - iv. Maria suggested a table for the sustainer campaign
 1. The Board discussed other ways to donate and solicit donations, such as naming smaller items and/or buying items.
 - a. This was done in the spring by asking people to buy smaller items like cubbies and the loft.

5. Items Up for Vote

- a. The board discussed a new emergency exit policy for the new space.
 - i. Sue reported that some small corrections to the proposed policy are necessary
 - ii. The Board decided to vote at a future meeting after corrections are made.

6. Adjournment - Maria moved to adjourn the meeting. Veronica seconded the motion, and it passed unanimously. President Maria Keegan adjourned the meeting at 8:45pm.