

**Monona Grove Nursery School  
Regular Board of Directors Meeting  
October 20th 2025**

**In attendance:** Maria Keegan (President), Bailey Leon (Events Coordinator), Hailey Clarke (Member at Large), Sara Brelie (Secretary), Jordan Skoda (Fundraising Coordinator), Lindsay Baer (Advertising Coordinator), Chyna Benzine (Alumni Coordinator), Sue Carr (School Director), Kathryn Mingione (Teacher), Juli Huston (Teacher),  
*Via Zoom:* Sarah Thompson (Fundraising Coordinator), Sarah Osowski (Purchaser)

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

**2. Routine Business**

- a. Approval of Meeting Minutes - Maria made a motion to approve the draft September meeting minutes as submitted. Chyna seconded the motion, and it passed unanimously.
- b. Report from School Director
  - i. Sue gave an overview of CC numbers to date
  - ii. Sue is now on the Lake Edge Safety Committee, and they had a speaker from Homeland Security. One suggestion was to have one of the 4K windows open to the playground. The concern is that if there is something happening on the street, walking around the building might not be the best option. Since the 4K windows are tall, one of the windows could be turned into an emergency door. The safety committee at LELC was very interested in pursuing additional security.
  - iii. Sue is also on the partnership team - the church is no longer unlocking the toddler time room during church because there were some issues.
  - iv. LELC has scheduled a craft night 11/16 which MGNS will advertise and LELC will run. LELC also asked recently about co-hosting a Trunk or Treat - the Board consensus was that it is probably too late to make that happen this year, but it could be fun in the future. There was a suggestion to invite church members to observe the parade. Kathryn suggested doing a reverse trunk or treat as a food drive. Sue will pass that idea along.
- c. Financial Reports - Sue provided the update because Brooke was not at the meeting. Sue and Brooke are currently working on moving everything out of Summit Bank and to Lake Ridge Bank. It takes time because MGNS has been at Summit for a long time. The Board did not have additional questions about the financial report.

**3. Roundtable Check-In**

- a. Hailey reported that she joined the CC committee and is looking into connections that might be helpful. She is also proactively letting TT parents in her group know she is on the Board.
- b. Fundraising coordinator Jordan reported that Ian's made \$369, Chocolate Shoppe and butter braids were also successful, and Nov 4 will be Waypoint dining night.

- c. Maria reported that Claire Shurtz has resigned from the Board and we are looking into next steps for the Building Facilitator role.

#### **4. Items for Discussion**

- a. Meet Greet and Eat/Roll and Stroll Reflection
  - i. Events Coordinator Bailey Leon reported that MGNS made \$235 from pizza and the Meet Greet and Eat. Having the Roll n Stroll first worked well, and lines were manageable for pizza. Classrooms were not overly busy, and the Costco pizza change was well-received. Five bags of apples were cut ahead of time, which turned out to be too many. There are notes for next year in terms of amounts of foods that were used. Sue suggested not having chocolate milk so that if there is leftover milk it can be used at school.
  - ii. Fundraising Coordinator Sarah Thompson reported that the Roll n Stroll went well for a first annual event. It seemed like a good distance for the participants (a little less than a mile). The neighborhood was enthusiastic overall.
    - 1. Jordan reported that one more volunteer would have been helpful for directing traffic.
    - 2. Maria said the medals and the chalk were well done and well received.
    - 3. Sarah asked how staff feels about repeating the event in the future. Staff liked it overall. There was a suggestion to start Roll n Stroll a little later than 4:30.
    - 4. Maria noted that the playground was very dark at the end of the event and therefore difficult to clean up.
- b. Update on 4200 Lease Agreement
  - i. Maria reported that the lease agreement at the Buckeye Rd location will end 10/31
    - 1. There were some concerns on the church's end about the playground and cleanup, so Veronica has lined a family up to do the final tasks.
    - 2. The lease is ending on very good terms - the new church's asks were reasonable, and the lease agreement terminating the lease is drafted and verbally agreed to.
- c. Capital Campaign Update
  - i. Financial Update - Breakdown of net raised and loan update from City of Madison Child Care Facilities Loan
    - 1. Veronica asked about potentially paying down the loan faster if possible. Sue responded that MGNS can do that. There is no prepayment penalty. The interest payment will double soon after we take out more money. We do not have to pay principal for almost 3 years but then the whole balance is due.
  - ii. CC committee is continuing to meet every other week

1. Kathryn, Sue Maria attended a webinar about maintaining personal connections with donors. Sue plans to reach out to attendees soliciting feedback and asking about what events they might want to see in the future, without specifically asking for money.
  2. Sue highlighted that the Musky event was a large success.
    - a. Maria sat at a CC table and spoke with a lot of people
    - b. Seven people signed up as recurring givers.
  3. Kathryn and Joey are using Musky event as launching pad for conversations with potential larger donors
  4. Grants Update - The grants team continues to be on track with applying for grants as they open up. The current focus is on making specific asks now that we have final numbers from our contractor. So far there have been a couple of nos and a couple of responses have been 'not now, but please apply later'. MGNS is currently a finalist for a grant, as well.
- d. Other updates
- i. Bulk Businesses mailer and general foundation outreach were sent on time in early October - we are still waiting to hear
    1. Researching Donor Wall Ideas - A team has been assigned to start researching the donor wall installation. Right now, the projected install timeline is summer 2026, with a design that allows for additional names to be added over time.
    2. The CC team is creating sub campaigns for "Champions Of Play" (sustainers) and Giving Tuesday (end of year giving) - there are current plans to run a sustainer campaign for giving Tuesday.

## **5. Items Up for Vote**

- a. New emergency exit policy for the new space, with necessary updates from our last meeting.
  - i. Maria noted a typo - 'one' should be 'once' in the lockdown section, first bullet point
  - ii. Sue noted that the fire drill is called by Sue over the phone to practice instead of setting off the actual alarm, since they are very loud.
  - iii. Chyna made a motion to approve the new safety emergency procedure document as written with the one spelling correction outlined by Maria. Kathryn seconded the motion, and it passed unanimously.

**6. Adjournment** - Maria moved to adjourn the meeting. Nicole seconded the motion, and it passed unanimously. President Maria Keegan adjourned the meeting at 8:16pm.