



Board of Directors Meeting

MADISON, WI

January 19, 2022 @ 7pm -8:30 (Virtual)

Attendees:

Present: Debbie Hemb, Penny Robbins, Laura Chidylo, Coral Manning, Noah Relles, Nate Wheeler, Jenny Huffman, Andy Mueller, Kimberly Aguilera, Eric Finch, Amanda Burns, Elizabeth Klak, Sarah Said, Mark Aronson

Absent: Jieli Wei, Hannah Button-Harrison, Sarah Crow

7:00 pm **Welcome** (Debbie)
Meeting was called to order.
Debbie thanked everyone for switching to virtual due to iffy weather.

7:06 pm: **Approval of [November 17, 2022 PSA Board Meeting Minutes](#)** (Debbie)
Vote: Motion to approve minutes by Coral, seconded by Andy to approve the 11/17/22 minutes.
Approved unanimously (13 ayes/0 nays).

New Business:

7:04 pm: Meeting placeholders will hold the spot on calendars and each month Debbie will send dial-in information and meeting packet. Please reply to her monthly email to confirm attendance and quorum.

Committee membership - thanks to new members for sending over their preferences and we are looking forward to everyone joining their new committee. Eric, Finance; Nate, Governance; Hannah, DEI; Sarah Crow, DEI; Sarah Said, ERT; Noah, Finance; Amanda, Governance (DEI as time allows)

Send committee reports to Laura or upload to Packet Folder by Monday/Tuesday of meeting week.

Bathroom & Kitchen floor update - Ross said it was one of the easiest projects he's worked on since starting at PSA. Kitchen floor looks beautiful, per Debbie's observation.

PSA Mission: Our mission is to offer a vibrant and innovative learning community committed to child-focused exploration, creativity, and collaboration.

The final amount was right on budget, \$70K. Contractor did not ask for payment upfront, CJ Smith.

Penny's annual review - Debbie and Laura will be working on that for the next few months. Survey for staff and board will be forthcoming. March meeting is when we will discuss salary review and survey results.

7:10 pm: **Director's Report** (Penny)

Smooth transition back to school. Two positive Covid cases since return. Isolated - no spread.

Penny starting mid-year evaluations for staff. Scale evaluations. Staff does one and Penny does one. Completed by mid-february. End of year is a narrative evaluation.

PSA has reached the second round interview process, for the Rotary Grant for raised bed gardens. Suzie (head of gardening committee) has been assisting. The plan is for one raised bed garden for donations to food pantries; one raised bed garden for a tasting garden for the kids. There are \$600K in requests and \$250K to distribute.

Mid-year review for Artist Grant - \$15K grant used to hire art specialists. Kelly and Penny went to luncheon to meet other grant recipients. Other recipients include Madison Ballet, Opera Company, etc. PSA was a bit of an outlier in that it was the only preschool.

Summer Alum Program kick-off - 1st-3rd grade. Primarily outside and field trips throughout Madison. Most slots are filled. Kindergarten alums will join the Kindergarten class that is already going at PSA.

Professional development and tours are opening back up. Two schools from other areas have come through, another tour of PSA on Monday. Helps get staff excited and other teachers are gobsmacked by how PSA looks and how special PSA.

First week of 14 Days of Kindness, classrooms, admin, teachers, embarking on 500 acts of kindness within two weeks. Classrooms - collecting coloring books, giant hearts and kids writing kind actions inside (EX: someone helped me pick up my napkin). Focus on kindness and doing simple things.

Staff trip to University Lake School, Stacy Synold school another Reggio school. Best way for teachers to learn is to be in other environments and observe.

Clusters for this month are DEI focused. Jenny to expound upon later in the meeting.

PSA Mission: Our mission is to offer a vibrant and innovative learning community committed to child-focused exploration, creativity, and collaboration.

Monica, Behaviour Specialist, has been working on forms to ID behavioral issues early on in the classroom and partnering with parents for early intervention and completing a documented process.

New bathroom is taking the stress off of main bathroom traffic and congestion. New kitchen floor is amazing and Tiffany is excited as well.

Mollie's enrollment update - 198 students; 2 openings that recently came up. 100 people on the waiting list for next year. Receiving inquiries for 2024/2025. Teachers have done an amazing job of creating a school people want to join and be a part of. Portfolios, reports, conferences upcoming tomorrow.

Kindness Ideas for the PSA Board – everyone in the community can enter their own acts of kindness to the slides. It can be anything!

Winter Collaboration between Art & Music - Ten Ways to Hear Snow. It was created and sent to Penny's mom's assisted living community. Activities director and financial director were so emotional over having the art and connection for the elderly residents, many of whom do not have family. One unwrapped and started wearing the items around on their ID lanyard. Much appreciation and thanks from Penny's mom!

Committee Updates:

7:25 pm: **Finance Committee** (Andy)
Andy Notes on the statements:
Overall: P&L is looking great, doing a great job managing to our budget! Balance Sheet is also still very strong.

School-YTD Revenue: \$1.532M (+\$170k to budget)

- Above budget in all categories
- +\$96k in program revenue, +\$34k in other sources (grants!)

School-YTD Expenses: \$1.30M (+\$37k to budget)

- Lower on personnel & food costs
- +\$39k on personnel and food, down slightly on other expense categories

School-YTD Net Income: +\$207k

Credit card background: Penny, Abby, Tiffany, Mollie, Ross all have credit cards for PSA expenses. Limits are fairly low. Tiffany continually exceeds the limit by mid-month, which requires payment so she can continue to charge groceries. Mollie historically did food

PSA Mission: Our mission is to offer a vibrant and innovative learning community committed to child-focused exploration, creativity, and collaboration.

ordering, but now Tiffany orders so recommend swapping credit card limits to alleviate mid-month payments. Credit card adjustments can be made with Summit.

Approval of credit card limit decrease for Mollie from \$10K to \$5K; credit card increase for Tiffany from \$5K to \$10K (Debbie)

Vote: Motion to approve the credit card limit changes by Debbie, seconded by Andy to approve the credit card limit changes.

Approved unanimously (13 ayes/0 nays).

Finance will discuss financial advisor pros/cons and recommend someone for a vote. All people we've met have discussed establishing an investment policy for our organization. Partner with the Governance Committee to establish that. Discuss how much will be under active management and how much is in a money market. One potential company discussed supplying example wording for bylaws.

7:35 pm: **Diversity, Equity, and Inclusion Committee (Jenny)**

Before winter break the entire leadership team met (meeting every other month). Staff co-chairs are still meeting weekly. Continuing to discuss what is the unique role of the Board members. How to continue to work together and support one another. Prefer to have a DEI member on each committee.

General update, DEI chairs have been getting an increase in random emails from staff and family members with suggestions, pushback and commentary. It creates an organizational challenge on who is following up with what and who makes decisions. Uncovering how to refine communication and time allocation toward certain topics.

Hannah and Jenny met a couple days ago about policies and practices, the biggest priority is anti-bias commitment statement. Draft has been put together and continues to be refined. It was sent to staff today to review. Sharing with everyone once it's finalized. Staff will sign upon onboarding. Will not need to be approved/voted on by the Board, per Coral. Also, reviewing and refining the scholarship process. The family given the scholarship last year will be staying for next year. Scholarship family is doing well.

School environment group - big project is library book overhaul. Multifaceted. What books are quality, what are outdated and also looking at them through a DEI lens. Sam is undertaking the library overhaul. Hopefully bring in more teachers and families to help.

Education and training - cluster meetings will be DEI focused. All teachers will be part of the conversation and present. Pedagogistas will be present and helping with the training. DEI buffet, teachers pick and choose what they would like to learn more about from the

four different co-chairs. Hope to recruit teachers to join and help the task groups. Report next month on how it goes.

Elizabeth - community connections - hoping to make more subcommittees within the committee. A teacher reached out wanting to create a community connections group for families. Hoping for the cluster meetings to bring more momentum to getting staff involved.

Book Club - four/five people in attendance, different people each time. People are showing up when they can, Amanda was the originator of the book club.

7:50 pm: **ERT (Mark)**

ERT was established to manage Covid, we're in a place with Covid where it's manageable and not overly taxing to admin and Penny. ERT will always have Covid under their purview. The next focus is access to the school. There was a time at PSA when parents could freely walk into the school with a code. Pickup and dropoff was done at the door of the classroom, and announced visitors participated in classroom activities.

Question: what is the right amount of access?

Question: safety and security for access?

Evaluating costs and ramifications of each option for access. Hoping to have the new steps in action by the end of the year.

Coral - are we looking at what other schools are doing?

Mark - yes.

Debbie - PSA is large compared to some other schools.

Coral - some have similar building structures, after school programs have a lot of issues with building access and parents.

Penny - informal directors poll/inquiry – most use staff people to check people in and out; some use fingerprints. Trying to figure out what is best in the long run.

Coral - keypad code is ruled out?

Penny - keypad code is less of an option because code can be shared or continue on even if a parent shouldn't have access anymore. Not knowing the guardian status of everyone in real time causes issues with this. Active shooter training reinforced the need for an added safety "gate" before parents are allowed access. How do we retrain people not to hold doors. We have had some VA patients inadvertently enter PSA thinking they were at the VA.

Coral - Bright Child school has a similar setup and may offer ideas.

PSA Mission: Our mission is to offer a vibrant and innovative learning community committed to child-focused exploration, creativity, and collaboration.

Sarah - culture shock when she heard “active shooter” drill, how can Sarah or parents better understand what an active shooter drill entails.

Penny - it was a traumatic experience, awful awakening to what we need to know about how to keep kids and staff safe in the gun culture.

Andy - multiple police precincts do drills for corporations. You could contact the local police precincts to ask to observe a training.

Coral - the training is very specific to the space you are in. This is what you would do in this classroom - how to get out and how to get the kids out.

Andy - there is a lot of security that was evaluated in the past few years - newish tech that could help; app, scans. Hotel room-esque access code/scan ideas.

Mark - can the infrastructure, parking lot handle added security. Many facets to consider.

Nate - can contact the national association of independent schools that can connect you to consultants that can offer guidance through these processes.

8:04 pm:

Adjourn

Vote: Motion by Elizabeth, seconded by Andy to adjourn the meeting at 8:04 PM.

Approved unanimously (13 ayes/0 nays).

Next meeting: February 16, 2023