



Board of Directors Meeting

MADISON, WI

February 16, 2022 @ 7pm -8:30 (Virtual)

Attendees:

Present: Debbie Hemb, Penny Robbins, Laura Chidylo, Coral Manning, Jenny Huffman, Andy Mueller, Kimberly Aguilera, Amanda Burns, Elizabeth Klak, Sarah Said, Mark Aronson, Jieli Wei, Nathan Wheeler, Hannah Button-Harrison, Sarah Crow, Noah Relles

Absent: Eric Finch,

7:00 pm **Welcome** (Debbie)
Meeting was called to order.

7:06 pm: **Approval of [January 19, 2023 PSA Board Meeting Minutes](#)** (Debbie)
Vote: Motion to approve minutes by Elizabeth, seconded by Andy to approve the 1/19/23 minutes.
Approved unanimously (14 ayes/0 nays).

New Business:

7:04 pm:

7:10 pm: **Director's Report** (Penny)
Mid-year evaluations finished, 15 minute conversation with staff members about how things are going, how they are feeling. They use a mid evaluation tool that Penny does not feel is the best tool. In the middle of teacher swap giving teachers the opportunity to observe in other classrooms or observe and shadow admin. That will be ongoing due to illnesses and snow days.

March PD day is visiting University Lake School Taking a bus to observe and engage with other teachers in a new environment.

Penny continues observations every other month, at least an hour every other month in each classroom. Penny then writes reflections in a journal that is shared with teachers for joint reflection. One-on-ones each month for 15 minutes or longer to check-in.

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No word on the Rotary Grant for the raised garden beds.

14 Days of kindness was a success, several parents emailed Penny directly about kind acts their kids and they themselves were doing. A provocation in the piazza will be coming to reflect upon the 14 Days of Kindness.

Parent course/workshop to come in the spring. Timing and content forthcoming.

Cluster DEI buffet concluded, Penny felt it was a big success for teachers to get information about what is going on in the community.

Vision screenings coming for 4K and schoolwide.

Enrollment update - 193 enrolled currently (max); almost full for summer – 212 kids total. 198 by spring. Fall currently at 191 kids. Mollie is giving 5-6 tours each week with prospective families. Averaging five phone calls/inquiries per day.

Penny has a Facebook page Dr. Robbin's Kindness Confetti – follow if interested!

Covid update - one or two cases steady since the beginning of the year. No outbreaks or problems. Two kids are out now. Pink eye and other upper respiratory viruses are still present.

Committee Updates:

7:20 pm: **Diversity, Equity, and Inclusion Committee (Jenny)**

Pedagogistas and admin and DEI met last week. Shifted to a project based model. The project based design is a way for more families and staff to be involved. Helping to build the culture and scaffolding for what we want it to be and feel like.

Policies and Practices - made a lot of progress on the Anti-Bias commitment statement. Staff has had a chance to review and share feedback. Hannah thought conversations during the cluster went well. Felt it was the best outcome. There were thoughtful conversations and honesty about barriers that might come up. Conversation and defining of "commitment" and conversations about the language. Jenny shared that there was a lot of intentionality and thoughtfulness. It seems like everyone is interested and ready to move forward. Some of the worry came from uncertainty about what and how to implement what the statement lays out. Next steps for anti bias statement - overall timeline is to have the statement for the beginning of next year. All staff to sign onto it for 2023-2024 school year.

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Land acknowledgement process and task force could use Board member support. Many months of work ahead. Please reach out to Hannah or Jenny.

Elizabeth shares about the Juneteenth proposal. Working on a proposal to bring to admin and the Board to recognize Juneteenth as a holiday/day-off for PSA. A proposal will be sent to Debbie and Penny to find next steps and hope to bring the proposal to the March Board meeting. The proposal doesn't need a Board vote but would like to have Board support, if accepted. Want the Board to understand why it's important. This would start next calendar year.

Library liberation project - going through all books and donating, sending along to others. Opportunity for Board members is to take a bag of books and deliver them. Books are either damaged or share inappropriate messages for 2023; multiple copies will be redistributed.

Training and education. January cluster meetings were all focused on DEI, each co-chair led a breakout session. The model worked well with the teachers. It would be great to try with families in the spring. Pedagogists are starting to work on that.

Possible visitor in the spring, Mr. G. He is a grammy award winning children's author and musician. He has a connection to a PSA family. He will be in WI in April and will possibly be able to make it to PSA for another engagement. The date he is available is April 28 at 5PM. Family evening, family get-together. Weather permitting, it will be hosted outside. One hour show - no breaks, high energy. Mr. G & Mrs. G do the show. The fee is high, luckily we have a family and friends discount. The manager said to think of a number that PSA can comfortably put towards the performance. Before the discount the rate is \$7/\$10K – with the discount it's roughly 50% off. They can hold the date for two weeks.

<https://mistergsongs.com/about/>

Coral asked - what budget will this come from?

Elizabeth - it will come from the DEI budget line. There are other large events and training to cover in the budget so it will not be possible to spend the full budget on this.

Mark asked - if it's outside would we consider involving another group to defray the cost?

Elizabeth - if outside it would be great to expand the group. If we have to hold inside that would be complicated. Currently, PSA students and families and alumni. Potentially reaching out to another school with an invitation to further PSA's DEI connections. Indoor option is the music studio.

Andy - what about a performance venue?

Elizabeth - performance venue expands the cost and needs.

Jenny - This started with a parent reaching out and making the handoff to the DEI committee.

Penny - For another event, the founder of Salsa Aerobics is willing to come and do a dance event with the kids as well at minimal cost.

7:40 pm: **Finance Committee** (Jieli)

- In summary, we continue to maintain a very strong balance sheet position, with assets increasing by \$760K in comparison to the previous year. Our liabilities increased by \$100K, largely due to the timing of some payable items. The bathroom addition and kitchen floor remodel was capitalized into fixed assets in January.
- On the income statement side, our YTD revenue increased by \$223K compared to the budget, primarily due to the full in house program revenue. Expense was up by \$52K comparing to the budget, mainly driven by personnel expenses.
- Overall, we are very confident in our financial position and remain committed to maintaining a sound financial standing.

Mollie reached out to finance about tuition assistance matters. Late payments for a few families due to inflation/job loss. Decided today that these will be written off. Working to make plans with them, but the best course of action is to write off. No legal action is felt to be needed. Need a formal or standard process/policy for a similar situation in the future.

Debbie - there are policies. Each case is different and needs to be reviewed to see what we can recover. Noah will help to confirm policies are sound.

Andy - Financial Advisor for the cash balance to be put to work and earn interest. Met with three firms, broadly characterized small, medium and large. Park Capital and First Business Bank. Summary— Park Capital Management seems to be the best fit, best rates, good rapport, seem larger and more established and they have worked with many non-profits. First Business Bank has much bigger and diversified offerings, it seemed a bit more rigid and formulaic. The Finance Committee will get back in touch with Park Capital to move forward. Investment Policy to be written and deliberating what the investment strategy will be.

7:50 pm: **Governance Committee** (Laura)

We had our first Governance committee meeting on February 14. We are standing by as a committee to amend the bylaws as the finance/investment strategy is ongoing.

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7:55 pm: **ERT (Mark)**

Researching options to “open up” to parents in the building. Many considerations - operationally, best practices - ways of ensuring the building is secure – the central key is knowing who is visiting and who is in the building. 1. a human “gatekeeper” 2. databases, background checks, etc. Putting together scenarios to assess.

8:04 pm: **Adjourn**

Vote: Motion by Coral, seconded by Andy to adjourn the meeting at 7:57 PM.
Approved unanimously (15 ayes/0 nays).

Next meeting: March 16, 2023