

Apr 16, 2026

# PSA BoD April Meeting

Attendees: Ivy Cao, Cat Garton, Ola Adegboro, Jamie Gutkowski, Abby Boette, Gigi An, Molly Dewey, Bailey Lagman, Penny Robbins, Erica Furukawa, Patrick Randolph

Not in attendance: Sonali Ray, Nancy Walters, Pearl Li, Anna Lindberg, Sam Ridders

## Summary

The board approved prior minutes and committee charter with decisions on faculty board member status and evaluation timing.

### **Director's Report and Staffing**

The board reviewed updates on the kitchen ribbon cutting and ongoing end-of-year staff evaluations. Accreditation preparation is underway, with the Director scheduled to meet with the accrediting body in the 1st week of May to discuss the comprehensive observation plan.

### **Finance and Committee Approval**

Financial performance showed a loss in March, offset by a year-to-date net income that is above budget primarily due to higher program revenue. The board approved the updated finance committee charter, and a meeting with Park Capital is planned for May 1st to discuss investment philosophy and asset allocation.

### **Board Roles and Appreciation**

The board approved changing the faculty board member status to ex-officio, aligning the role with current representation and maintaining faculty engagement. Planning for Teacher Appreciation Week focused on

coordinating 4 school-wide activities while emphasizing the need to maintain a reasonable budget despite current financial surpluses.

## Details

- **Meeting Minutes Approval:** The board moved to approve last month's meeting minutes, which was motioned by Bailey and seconded by Cat. There was no discussion or opposition to the approval.
- **Director's Report: Kitchen Ribbon Cutting:** The Director's report began with an announcement about the kitchen ribbon-cutting ceremony scheduled for Monday, April 20th, at 8:30 a.m. Attendees are encouraged to come, and Kelly will be preparing breakfast for staff and others who attend.
- **Director's Report: Staffing and Transition:** The Board President informed the board that Nan, a faculty board member, is moving to California and will roll off the board. The Director is currently involved in the fall hiring process.
- **Director's Report: Evaluations and Professional Development:** The Director is working on end-of-year evaluations for all staff, which are scheduled for mid-May. The staff's last meeting focused on the importance of research in the classroom, a topic that teachers will continue to focus on through the summer.
- **Director's Report: Accreditation Update:** The school is preparing for the accreditation process, and the Director will be meeting with the accrediting body during the first week of May. The administrative packet will be completed over the summer, with observations scheduled to begin in the fall, and the Director hopes they will observe in all 14 classrooms to ensure comprehensive feedback.
- **Finance Committee Update: Financial Performance:** Ivy Cao reported that the school incurred a net loss of \$61,000 for March, primarily due to \$70,000 in unrealized capital loss from stock market fluctuations. However, the year-to-date net income is \$141,000 above budget, driven by program revenue exceeding the budget by \$182,000 and expenses being \$37,000 under budget due to lower insurance costs.
- **Finance Committee Update: Investment Strategy:** The Finance Committee is planning a meeting with their investment firm, Park Capital, in the coming weeks, targeting May 1st, to discuss investment philosophy, asset allocation, and the fee structure. The committee is using feedback from another investment firm as a

sounding board to understand their current selections and explore opportunities for improvement and cost savings.

- **Finance Committee Charter Approval:** The board approved the updated finance committee charter, incorporating feedback from the previous month. Erica Furukawa motioned to approve the charter, and Cat seconded the motion.
- **Faculty Board Member Role Change:** The board discussed the proposed change to move faculty board members from voting status to ex-officio status to align with the current standing of Penny, another faculty board representative. Sam's note was read, explaining that this change maintains faculty engagement while allowing the full board to be involved in sensitive matters such as the grievance process and the executive director's evaluation.
- **Vote on Faculty Board Member Status:** The board voted to approve the change in faculty board member roles to ex-officio status, with Erica Furukawa motioning and Cat seconding the motion. This change was approved by all in favor.
- **Fundraising Check-in:** Jamie Gutkowski reported on the "grounds beautification" effort, an organic fundraising initiative that has already reached about one-third of its goal. Jamie also mentioned plans to develop documentation and operational guidance for future boards regarding fundraising efforts to ensure continuity.
- **Grounds Beautification Day Details:** The board confirmed that the Grounds Beautification Day, which includes the "Sponsor a Sprout" fundraiser, has been moved from May 8th to May 29th to avoid confusion and combine efforts. The event will take place between 2:00 p.m. and 5:00 p.m.
- **Board Member Transitions and Status:** The Board President reported two board member changes: Nan is rolling off due to moving, and Noah Relles is stepping down due to time constraints, but the board is in a good position with other members filling in. It was decided not to fill Nan's faculty representative spot until the next election, allowing Cat to serve as the solo faculty representative in the interim.
- **Spring Survey and Executive Director Evaluation:** A spring survey will be sent to all families in May to gauge their experience and satisfaction with the school. The evaluation of Penny, the Executive Director, will be moved from May to an informal process later in the summer, with the formal evaluation process shifting back to their January hire date in future years.

- **Enrollment Update and Outreach Plan:** There are a few open enrollment spots for the fall 2026-2027 school year, specifically in the 2-year-old Snowflake room (four openings) and the 4K room. The board was asked to help mobilize and spread the word about these available spots through platforms like Nextdoor and Facebook groups.
- **Teacher Appreciation Week Overview:** The board has taken on the responsibility of coordinating one school-wide activity per day during Teacher Appreciation Week, which runs from Monday, May 4th, through Thursday, May 7th, with Friday, May 8th, being a conference day. Individual classroom parents will organize appreciation efforts for their specific teaching teams.
- **Teacher Appreciation: Monday and Tuesday Events:** Monday will feature a community photo booth with a parent volunteer acting as a professional photographer, and Erica Furukawa volunteered to assist with setting up props and decorations. Tuesday will feature an ice cream social put on by the board (replacing a previously planned ice cream truck), with Sam, Gigi, and Pearl Li volunteering to help with the scooping, and Patrick and Gigi offering to help with purchasing supplies like non-dairy and sugar-free options.
- **Teacher Appreciation: Wednesday and Thursday Events:** Wednesday will be a breakfast potluck, for which Abby Boette and Bailey volunteered to help with coordination and support, including sending out the email request to families. Thursday will feature a teacher coffee truck from Travelin' Tom's from 11:00 a.m. to 12:30 p.m.; the Board President agreed to ask the vendor about a small fundraising component where a percentage of parent purchases would go to the PSA.
- **Teacher Appreciation: Friday Event and Donation Recognition:** On Friday, a parent who works for Food Fight has donated a pizza lunch from Luigi's for all teachers during the conference day. The board committed to providing shout-outs and thank you notes to all donors and volunteers, including the photographer and the pizza donation, in the initial family email and the office notes.
- **Financial Responsibility for Teacher Appreciation:** Ivy Cao stressed the importance of being creative and keeping the Teacher Appreciation Week budget in a reasonable range, despite the current surplus, because of anticipated challenges with grants going away and market changes. Jamie Gutkowski suggested exploring structured, routine fundraising requests to support appreciation events in the future.

- **Future Faculty Reporting:** The Board President proposed adding a designated section for a faculty report starting in May to ensure the faculty representative, Cat, has a regular opportunity to convey faculty concerns or information to the board. Cat agreed to the idea.