

PRESCHOOL OF THE ARTS

June 19, 2019

Preschool of the Arts

Board of Directors Meeting Minutes

Attendees: Jim, Kristin, Allison, Noelle, Ena, Erica, Abby (Ex-Officio), Chelsea, Bethany, Caleb, Megan Jackson (Guest – Orientation), Jennifer (on the phone), Daniel

1. Welcome New Members (Jim & Kristin)

Excited that this year we are really tapping into our skilled parent community. Recruitment this year was very successful! Thank you for running for the board, joining this community and dedicating your time and talents to the organization. Very happy you are here!

Lots of change this year, considering departure of Ann as Executive Director. However, PSA has all of the right ingredients for bright future ahead. First big challenge of this board will be to hire a new Executive Director. Tonight we also will learn more about the role of the board during orientation.

Board introductions:

- Jim – owns small company, 2 children at PSA. In 4th year of board service (President)
- Allison – works in energy efficiency, 2 children at PSA, 4th year of board service (Secretary)
- Chelsea – HR at Exact Sciences, has served on various boards in past, 2 children at PSA
- Bethany – Stay at home mom, 1 child part-time at PSA, background in public policy, music
- Caleb – Architect at Flad, 1 child here
- Megan – Attorney, non-board member, helping out with orientation & governance, 2 children at PSA
- Daniel – 2nd year on board, 2 children at PSA, Director of Education at Wingra
- Abby – Interim ED
- Ena – 1 child at PSA, General Dentist
- Lindsey – Support Specialist at PSA, 2nd year on board, faculty rep
- Erica – Attorney, two children at PSA
- Noelle – 1 child at PSA, background as teacher
- Zoe – Teacher in Orange/Silver, faculty rep
- Kristin – CG Schmidt, children are grown up, 2nd year of service (President Elect)
- Jennifer – CFO, on child at PSA, 6th year of service (Treasurer)

In future meetings, we will post board materials digitally. Google Directory has been set up, where you will find key documents. Abby will send an invitation. Please do use this as a regular reference. We want to make this a repository so that going forward transitions are easier.

2. New Board Orientation

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Megan and Allison present orientation binder.

- PSA is a non-stock, member corporation. Membership can vote for and elect board directors. Faculty members (2) appointed. Executive Committee can also appoint additional directors if needed, to fill gaps, etc. ED serves in Ex Officio role. Board Director terms are 2 years.
- Duties of Board. We are more oversight oriented. Focused on Policy, not day-to-day operations. Exec Comm oversees ED. Board generally does not make decisions, unless they are of a strategic nature and/or have a fiduciary/budgetary impact. The Executive Director makes other operational decisions. Follow the Policy Governance Model.
- Committees – Exec Comm and Advisory Comm. Diversity & Inclusion, Governance, Finance Committee.
- Order of importance of Policies: Bylaws, Articles, then Committee Charters. Conflict of Interest policy is important, in case you have a financial tie to PSA, as a vendor, etc., that should be disclosed.
- Other policies include the parent handbook, and employee handbook.
- Fiduciary duties – by being on the board, you have these duties. Read board materials, actively participate, ask questions, etc. Mission of org in mind – we’re bound to it by tax laws, etc.
- Strategic Planning is a priority of the Board as well. Last plan was completed in 2017.
- Confidential information: Board meetings are generally open, but sometimes will have to have a closed session. Confidentiality agreements for you to sign and return to Abby.
- Wearing your “board” hat versus your “parent” or “teacher” hat. Most board members are also parents. Please read through articles provided.
- Board calendar also appears in binder, with decisions and tasks we want to achieve during each monthly meeting.

3. New Business

Previous Minutes – Question – Did CUNA pay their Wonder of Learning sponsorship? Jennifer is pursuing, will send an invoice to them. Related, CUNA is no longer interested in an on-site day care center. Exact Sciences is still interested. Chelsea will get in touch with contact and discuss her experience with PSA.

Finance Review & Background (Jennifer):

Numbers for Non-Profits currently provides financial services. There are cycles to the year, and from year-to-year, things can change. As a board member, you should be informed and aware of financials, but it is not expected that you be an expert. Jen as Treasurer is the board’s expert. Currently, all expenses are within expectations. We are currently working through the budget; staff salaries and health insurance are the biggest expenses. Still waiting for health insurance numbers to come in, and then will start finalizing budget. If you ever have questions, please reach out to Jennifer.

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As about 90% of budget goes to personnel costs, not lots of excess dollars to put towards new initiatives. Going forward, would like to focus more on fundraising opportunities.

Finance Committee is this Friday. Aiming to bring budget to the next board meeting for discussion and approval.

Hiring Process & Committee (Lindsey):

Lindsey will be leading the committee. She has sent out a list of levels of involvement to assess how interested people would like to be involved. She will share back with Exec Comm. Looking at whether we would like to change the ED role right now, versus let the new ED also shape that. Have a group of people who will help in the review of candidate applications, and how teachers will meet with candidates. Noelle and Chelsea are on the committee as parent board representatives. Position is posted in an abbreviated version. No deadline yet, though this will be discussed by the committee.

Questions – How will we drive consensus with 14 people screening resumes? Need to think about this further. Should also shape process by who will ultimately be making the decision. Let us also look at other similar schools in the Midwest, maybe some good candidates there we can pursue.

Acknowledgement that the ED role is very big, and we need to “right-size” it going forward to reduce turnover going forward. Some of this can be explored right now, some will need to be defined when the new ED is hired, and what their particular skills are. It is a delicate balance. Depending who is selected, also want to have in mind that the Board should be focused on governance, we want to draw the appropriate lines between governance and management. Getting good succession planning in place will be important as well.

Good communications and transparency with the PSA community will also be important going forward as qualities in the ED role. As a board, we can advise and help to guide.

Director Report (Abby):

Summer staffing is in place, fall staffing still needs firming up but we have time.

Debbie’s retirement coming up. Tuition Assistance fund will now be named the Debbie Hemb Fund.

Enrollment is currently 191. Projected 169. One reason is that contract options have been changed, but we were aware that this would happen. Numbers looking good. 9 month contracts down significantly, which helps in overall classroom planning. Addition to UW network has helped in bringing in more applicants. Have many more 4 year olds this year, Mickey Willis is managing our 4k enrollment, and follows up with 4-year-old families so they apply.

Not looking at any major facility updates in next year.

Also, please see and review staff and parent survey reviews. Noted on both surveys a desire to re-look at the food and snack program. Question about how the survey results are used. Admin team digs into

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responses, determines how can inform small and large decision points, where possible. Larger points of input can loop into the strategic planning process. In future, could think about sharing survey results out with larger PSA community. Perhaps at the annual member meeting. Let us quantify the numbers more as well.

Announcements and Adjournment:

Next Meeting July 24 at 6:30pm. Expecting Connie Williams from City Accreditation to attend.

Next meeting – will discuss hiring committee, fundraising committee, and other standing committee business.

Abby will work on a board directory on the website.

Adjourn at 8:07