

Minutes for Kirby Hall School 57th Board Meeting
September 23, 2023, at 11:00 AM EST via Zoom Video Call

Virtual Welcome to Board Members and KHS Staff and Guest from Victoria Rase Shinn, M.D., Board President; also in attendance, Howard Rase, Jr., Board Treasurer and Vice President; Amy Clements, Ph.D., Board Secretary; and Board Directors Teri Fickling, Ph.D., and Sabina Behague. Sara Pevaroff Schuh absent.

Ex-officio members: Helen Roberts, KHS Executive Director; Claire LaChance, Financial Officer.

Staff Members and parent guest who joined us for a portion of the meeting were: Jared Dailey, LS and MS Mathematics, STEM, and Athletics; Paige Arnell, Dean of Curriculum; Connor Hollis, Middle School Lead; Emily Roberts, Director of Admissions; Alyssa Drury, Chief Marketing and Communications Officer. We also welcomed Andy Liddell, current KHS parent and representative of the parent group.

Minutes from 56th Board Meeting had previously been electronically approved.

Agreement was made to continue meeting as our Board is currently meeting.

Updates and Introductions

Jared Dailey gave updates on KHS technology status including adoption of Google end-to-end encryption. STEM classes are very much enjoyed by the students. Coding is being taught to students in grades K-7. He is also involved in coaching touch football, volleyball, and cross country.

Andy Liddell described the nature of the parent organization. There will be no formal by laws. Those involved want to facilitate a sense of community among the parents, support the school, and facilitate communication with the school. Ideas for fundraising include Fall and Spring Socials held at the school to which the whole KHS community can be invited. The idea of a chili cook-off sounded fun. He feels that KHS is filling a special niche in Austin. Being a very welcoming place is part of that. He wants to help express our vision and identity.

Paige Arnell told us that the ELA program's implementation is going well. She feels teacher morale is good and they are behind the program. Future plans include research into the math curriculum and consultation with the teachers. Howard recommended study of statistics and probability at appropriate levels. Paige agreed. Paige hopes to present overviews of some of KHS's engaging curricula at upcoming conferences. There is discussion of restructuring of Kindergarten to include more movement and less "seat work". It is also possible that the Pre-K will be given a more robust curriculum as the day is extended to

3:20. This is due to the practical needs of many families. Bimonthly faculty meetings are taking place. Professional development is being encouraged.

Connor Hollis is wearing many hats as the Middle School Lead and enjoys his job. He is teaching gardening, soon to make invitations for the National Junior Honor Society, organizing student council elections with Mr. Dailey, working to get back to PSIA participation, planning community service projects, and planning Middle School enrichment and field trips.

Alyssa Drury reports that the updated school logo is liked and being adopted throughout KHS print and online materials. She is working with Emily on streamlining the website. Ads will be coming out soon. Monthly “Kirby Coffees” are being held with the administration. There will be a January open house. Rick Newberry with Enrollment Catalyst has been to the school and held focus groups with community members. He recommends more storytelling. Alyssa will ask families and faculty to share stories on the website and encourage online reviews. She will publish highlights of teacher activities on the blog as well. She has been brainstorming form and content of the Alumni Newsletter to be sent to the “Friends of Kirby Hall”. The Kirby Hall building will be 100 years old in 2024.

Emily Roberts is working to streamline the admissions process as tours start for the '24-'25 school year. She will reach out multiple times and highlight special events and news about the school to keep families involved throughout the year. The Penguin Pals program consists of 5 teams based on the 5 symbols in the logo. They are not only multi-grade reading buddies, but also teams who will do community outreach projects together. The final parts of the playground are being installed. This project should be finished this fall. The safety program for the school is developing standard response protocols. The Austin Police department and the Austin Fire Department are both consulting to make KHS a safer place. (Helen reported later in the meeting that 6 new security cameras have been installed.)

The board’s Fundraising Committee members, Amy Clements, Sabina Behague, and Victoria Shinn have met and stand ready to help with fundraising efforts. We discussed how other schools have an Annual Fund and Amy shared some language from those fund requests.

There is an opportunity for board training through Mission Capital. Kirby Hall has a membership. Victoria will email the board with the link and schedule of interactive online classes available to us.

Report from Helen Roberts, Executive Director

Helen related that KHS is accredited again through Cognia through 6/30/29. The landscaping is getting good care and looks good. Building maintenance is scheduled and the building is rodent free which required containing food to limited areas. KHS is following safety precautions around COVID and families are being responsible. Faculty morale is high and the administration is very dedicated

Financial Report from Claire LaChance

Claire led us through discussion of budget, tuition and payroll. Prior to today's meeting she had met with Howard and Teri, the Compensation Committee. We are delaying a budget vote until input has returned from Rick Newberry of the Enrollment Catalyst. We will call a special meeting in the next few weeks to vote on the 2024-2025 budget. Further information is in the Board Google Docs file marked for the 57th board meeting.

We will schedule the next board meeting at the upcoming special meeting.

Respectfully,

Amy Clements, Secretary