

GreenMount Board of Trustees Minutes

Oct 24, 2019

Board members present: Angelo Otterbein, Shannon Snow, Tracy Pietrzak, John Abell, Kristen Bright, Suzanne Brockman, Lisa Folda, Kelley Gludt, Steven Klepper, Emily Levenson, Colm O'Comartun, Catherine Stokes

Others present: Liz Dover Baker, Amy Langrehr, Laura Marsico, Jen Seletzky, Allison McElheny

Minutes: The September minutes were approved without corrections.

Campus Planning: Allison McElheny, architect at Quinn Evans and GMS parent, presented a feasibility concept report for GMS. In January 2018 there was a visioning exercise to understand the communities' priorities, and art/music and learning spaces were the clear winners. Based on this, Allison developed a site concept with several options for a reconfigured learning cottage which would allow for a smaller footprint, less decking, increased security and green space. Our wish list was then used to diagram potential options for the campus. The current space is scattered with interrupted circulation paths, and Allison showed us a new scheme that has organized programmatic zones with lots of opportunities to connect.

Shannon Snow and Heather Garland discussed the building and lease update. We are still in lease negotiations with the Department of General Services; they would like us to take over maintenance and we are negotiating the terms. We asked for roof and HVAC replacement prior to taking over maintenance, and the city sent an inspector to evaluate these areas. Park and Recs was in agreement with our proposed changes to the green space, and they will need to talk to DGS to proceed. Specific building issues and repairs were reviewed, such as the wall divider in the gym and new pipe installations.

Admissions Report: We are at a current enrollment of 107 students with a projected enrollment for next year of 119. There has been a slight increase in applications and event attendance to date. Laura presented our enrollment trends over the past 5 year. Research shows city population decreasing, increased real estate costs with more people trying their local schools, more charter options and increased homeschooling. K-5 enrollment is decreasing, 6-8 is flat, and 9-12 enrollment is increasing for private schools. Laura personally visited preschools to dispel the myth that we have a large wait pool, and along with Amy is starting a new marketing initiative focused on word of mouth. Liz discussed the importance of trustees attending the upcoming Open House.

Finance Committee Report: Audit Approval (presented at last meeting) - Action approved

Additional motion approved: "All purchases over \$10,000 will require a competitive bid process. The selection method for the winning bidder must be documented in procurement files. If an open and competitive process is not used, justification for the lack of competition must be documented in the procurement files."

Strategic Financial Plan - deferred until next meeting.

Jen presented our current finances at a finance orientation prior to the meeting. We are at 25% of the year and remain on track with the budget.

Development Report: The Annual Fund is currently at \$19,500 and parent mailings went out this week. The Keifer gift has been finalized, and Amy will be meeting with potential donors and exploring grants for the next steps on raising the \$50K match. We are excited to announce another challenge match of \$1000 per grade reaching 100% parent participation from grandparent Caryn Kaufmann. Amy reviewed that the development and social committees are now working as one, and she will be finding out about funds from the Union event soon. Other upcoming events include Chipotle Night, the Lantern Parade, phonathon (Copper Kitchen will be donating dinner), and the spring fundraiser on March 28th. In terms of marketing, there are spots now running in WTMD and WYPR.

CO-OP Report: Kelley reported there are 1000 hours logged so far with the majority of parents using the Helper Helper app. The committee is working on a mission/vision statement. They identified a need to work with other committees as well as develop written policy and procedures in an effort for consistency. They want to work on effective data collection and management, brainstormed ways to balance participation and paid hours, and explored potential new opportunities, such as earning hours for a GMS blood drive.

Climate Committee Report: Emily discussed the committee's work conducting exit interviews over the summer which revealed a variety of reasons for attrition. No particular themes were identified, although a number of students left for public schools. The committee identified an initial goal of reaching out to new families and will be working on how to consistently get feedback from parents.

Head of School Report: Liz shared highlights from last week including 7th grade making bag lunches for the food insecure and the 8th grade trip to Paul's Place. Liz and two board members attended the AIMS Trusteeship 101. Some takeaway points included the need to orient new board members with regards to finance and operations, as well as the importance of the executive session, self-evaluation and preparation for unanticipated events. There has been a lot of discussion about the 8th grade immersion trip and we have decided to go with a small company called Appleseed Tours. Liz has been thinking about engagement with the community and while she will still be using the newsletter for now, she continues to

think about other methods of communication. She discussed her goal to utilize the findings of the Climate Committee and AIMS accreditation to address various levels of planning (day to day, program and strategic) and think about ways to articulate what we do as a program. Finally, Liz discussed our shared goal to engage the community in the development of the Diversity, Equity and Justice committee.

The board meeting ended with a planned Executive Session.