

GreenMount Board of Trustees Minutes

February 24, 2020

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

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

Minutes: *Action* - The December minutes were approved without corrections.

Admissions Report: Laura Marsico reviewed the Admissions Forecast for the 2020-2021 school year. We discussed prior trends in the rate of acceptance and how that informed decisions for contract offers this year. We also discussed possible attrition and the trend of continuing enrollment throughout the school year. Tomorrow there will be a "Cookies and Cocoa" event for accepted families. This year Laura included special touches such as a handwritten note from the applicant's buddy child in the acceptance letter, and the parent that interviewed the family will follow up with a personal phone call.

CO-OP Report: Kelley Gludt discussed the CO-OP committee updates including gathering information from parents via the Kahoot quiz at the all-family meeting, and meeting with faculty. Goals of the committee include working on defining specific CO-OP policies and the need to discuss substituting, which appears to work much better for planned absences than for unexpected ones. Lisa Folda will be the liaison between parents and the CO-OP.

Development Report: Amy Langrehr discussed that the AF appears to be on track, currently a little behind from last year but we will be getting a few larger gifts. This year there will be a peer ask for grandparents and alumni parents and two people have already agreed. Amy is planning a parents of alumni gathering at GMS in late March. Amy and Liz are working on endowment grants with the help of a first grade parent and our new ECHOES Coordinator, Kimmy Kemler. The spring event committee is in place and has started working on the theme: The GreenMount School presents "Celebrate Baltimore". Matt Hankins showed us samples of the row houses he will make that the students will paint for the class auction items at the spring event.

Another Chipotle night is scheduled for April 21st. Bumper magnets are available and Amy might order a limited number of tote bags for swag/marketing purposes. Colm asked for fundraising data from prior spring events to be added to the Annual Fund three year review spreadsheet.

Strategic Planning Committee Report: Suzanne Brockman reviewed the committee updates. In order to gather stakeholder feedback from the GMS community to inform the next five year plan, they developed a survey for parents/families and a separate one for faculty/staff. The survey went out to parents last week and Brooke Carol, a consultant who is facilitating the process, will present the findings to the committee in early March. Angelo asked for an

update from the committee regarding strategic planning at the next board meeting. Colm asked about completion rates of the survey and Laura suggested class parents send a reminder. Colm also asked about a feedback period and Lisa agreed that it would be helpful for the community to have a chance to review and comment on the draft of the strategic plan.

Angelo asked about a potential timeline of presenting the plan at the All-Family Meeting in May, reviewing the new strategic report at the board retreat in September and presenting the final report at the back to school meeting in September.

Finance Report: John Abell discussed the financial snapshots and explained the changes compared to the prior year are due to the Kiefer grant and moving cash to different accounts. He also reviewed the profit and loss reports which show we are at 58% of the year and on track with overall income and expenses.

Head of School Report: Liz Dover discussed her continued focus on improving communication with the community. There have been several recent communications sent regarding the strategic plan, ECHOES, immersion trip and YSOP, and it feels like the newsletter isn't providing enough opportunity to discuss all these issues. She continues to explore other options and is looking forward to hearing feedback from the survey. The faculty meetings start with conversation about GMS philosophy in action and Liz will begin to share some faculty thoughts at the board meetings.

Liz discussed recent changes in ECHOES. She interviewed outside candidates but felt our internal candidate Kimmy Kemler was the best fit. Kimmy is working on bringing middle school students into a leadership development program at ECHOES. Liz also interviewed candidates for assistant positions and will continue to work to professionalize the aftercare program.

Katie Morris and Catherine Stokes are working with Becca Kline, a Diversity, Equity, Inclusion and Justice (DEIJ) consultant. Liz went to an AIMS Diversity Hiring Fair and is drafting an opening for a part-time counselor. She received some resumes and hopes to start this position next year. Liz and Amy will be going to the NAIS conference in Philadelphia which will include topics on DEIJ.

Liz has accepted an appointment on the board of the 9th Bridge School in Las Vegas and was asked to Chair an AIMS Accreditation in the spring for the Parkmont School. She will continue to be a member of the steering committee for the National Small School Conference in June (which will have a focus on DEIJ). All of these opportunities give her ideas to bring back to the school.

In addition, several parents have met and started gathering resources for teachers about social and emotional development.

The board meeting ended with a planned Executive Session.