

GreenMount Board of Trustees Minutes
April 30, 2020

Board members present remotely via Zoom meeting: Angelo Otterbein, Shannon Snow, John Abell, Tracy Pietrzak, Lisa Folda, Kelley Gludt, Matthew Hankins, Emily Levenson, Katie Morris, Colm O'Comartun, Catherine Stokes

Others also present remotely: Liz Dover, Heather Garland, Amy Langrehr, Laura Marsico, Jen Seletzky

Minutes: *Action* - The minutes from the April 7th meeting were approved without corrections.

Admissions Report: Laura Marsico

There are 110 students enrolled for next year with 17 new students, 3 applications in progress and 2 inquiries since March 15th. This time of the year is typically slow for admissions. Laura has not heard any concerns from families about enrollment for next year.

There will be a virtual open house next Friday which will be set up like a Glimpse of GreenMount. Laura will make an imovie with slides to create a virtual tour through pictures. The All Family Meeting will be next week and there will also be a new family meeting to keep those families up to date. She is working with the climate committee to collect data from families that did not accept our offers. We also discussed other opportunities for marketing including a potential radio ad.

Finance Report: Jen Seletzky and John Abell

John gave an update on the GreenMount portfolio. Our Morgan Stanley accounts showed a 5% drop. This was better than expected since the transfer of money into that account had been staggered. Our Towson Wealth Management accounts are down 11% for the quarter as there was more money invested at the time of the decline.

We also reviewed historical charts for enrollment, the Annual Fund and tuition assistance. The peak admission was in 2015-2016 with drops in recent years, which is similar to other AIMS schools. The peak amount raised for the Annual Fund was in 2016-2017, which also showed recent drops. There is an expectation that families may not be able to contribute as much in the coming year and we will likely have to increase the budget for tuition assistance.

This year's budget will likely be affected by a loss in investment income and a decrease in CO-OP income. However, our budget was only for 104 students and we currently have 107 students enrolled, so our financial situation will not be significantly affected this year. Liz discussed the need to think carefully for the next few years. We will also need to refund families for the immersion trip, but we can record the money for the trip as a prepaid expense for next year.

Building and Campus Planning Report: Heather Garland

The building is closed and operating on a summer schedule. The entire building is being deep cleaned with the floors scrubbed and waxed. Only cleaning companies and occasionally employees are allowed in the building. Pest control is occurring monthly. Heather is in the process of getting estimates to potentially renovate the outdoor classroom and art room, and is looking into using CO-OP hours for some of the renovations. Heather is also waiting to hear from JHU about their Neighborhood grants awards for developing a trail along the north side of

GMS. She is also applying for another grant and collaborating with other non-profits for a more cohesive network of trails and landscaping in the Remington neighborhood. There has not been any news on the lease yet, but Heather will be reaching out to City Real Estate next week to continue the discussion.

Development Report: Amy Langrehr

The Annual Fund total is close to where we were last year. Amy is working with Liz on creating email solicitations to grandparents & special friends and alumni that haven't given yet. Angelo Otterbein and Lauren Calia have also pledged a \$5000 challenge match for any new and increased gifts. The development committee has been thinking of new ideas for the online auction, including needs of the school to continue distance learning. We will be asking parents to share on social media to potentially reach new donors.

CO-OP Committee Report: Kelley Gludt

The CO-OP email went out last week detailing the new expectations of 20 CO-OP hours per parent. Two families have offered to pay out the original amount of up to 80 hours. There are no applications requesting CO-OP hour aid. Currently eight applications have been submitted to donate hours.

Continuity Plan Review: Angelo Otterbein

Angelo reviewed the need for a GMS Continuity Plan in the event of an emergency where the head of school would be unable to fulfil her duties. He presented a plan with a list of specific instructions. The board will review and vote on this plan at the next meeting.

Diversity Committee: Katie Morris

Katie did not have the opportunity to present the diversity exercise she had intended in the February meeting. As we will not be meeting in person anytime soon, the board will get a packet in the mail with an exercise to complete and send back to Katie. We will need to highlight aspects of the statements that resonate with us as well as statements that reflect what GMS is striving for.

Head of School - Distance Learning Updates/Discussion: Liz Dover

Liz discussed how she really appreciated feedback from faculty, families and students given the challenges with jumping into distance learning so quickly. Each member of the administration team is now a point person for an individual class. They have been reaching out to families and teachers and dropping into lunch bunches, then discussing feedback during the admin meetings so any issues can be quickly addressed. Liz recognized the need for help in reaching everyone, but also thought the admin team missed the connection with families. The school has made changes to Specials classes, making them optional and focused on positivity and creative outlets. Ms. Natalie helped to design a central website which will also be a resource to show the state what we are doing including an attendance grid. Ms. Gabi is working with class parents for gifts for teacher appreciation week. Maryland schools re-open in phase 2 of the state's re-opening plan. We will need to be in Phase 1 for at least 2 weeks before moving to Phase 2, which means it is highly unlikely Maryland schools will re-open this school year. Liz would prefer to make a decision and tell families that we will continue distance learning for the rest of this year, and focus planning for re-opening in September. Liz will send out talking points for the All-Family Meeting and ask parents to send questions ahead of time so she can address as many concerns as possible during the meeting.