

GreenMount Board of Trustees Minutes
June 11, 2020

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

Others present remotely: Liz Dover, Heather Garland, Amy Langrehr, Laura Marsico, Jen Seletzky, Jen Malloy, Natalie Pope, Carlos Rodriguez, Megan Roth, Amy Scott

Minutes: *Action* - The April 30th minutes were approved without corrections.

Action - The New Executive Committee for 2021 year was approved: Shannon Snow - President, Angelo Otterbein - Vice President, John Abell - Treasurer, Tracy Pietrzak - Secretary

Action - In case of an emergency involving the Head of School, a formal Continuity Plan describing a chain of command was approved. We discussed the need to review this plan annually as well as with any change in administration.

We discussed our thanks and appreciation to the departing board members, Matt Hankins, Katie Morris, Steve Klepper, Lisa Folda. In light of COVID-19, we also reviewed the need for abbreviated summer board meetings with tentative dates of July 16 and August 13.

Admissions Report: Laura Marsico reported there are currently 110 enrolled students, 8 applications in progress and 5 students that will not be returning. The Climate Committee is in the process of contacting families that were offered contracts for the 2020-21 school year but did not accept. Laura also hopes to collect data on inquiries and those that attended open houses but did not apply. She is working on a Virtual Open House video and Virtual Admissions Process, thinking about how to market our Distance Learning Program, and will look at updating our website.

Finance Report and Budget Presentation: Jen Seletzky and John Abell

We did not see a significant change in payment of tuition despite COVID-19. John reviewed the profit and loss and balance sheets which look strong. The investment portfolio was only down 1% through the end of May. John also reviewed the previously presented preliminary budget at 105 students vs several projected budgets at various enrollment levels which take into account changes due to COVID-19 (decreased ECHOES, hot lunch, CO-OP fees; increased personnel, financial aid, COVID expenses). Projected deficits range from \$35,000 to \$160,000 with enrollment based on 115-105 students. There are many unknowns and this will continue to be reviewed during the summer meetings with a final vote on the budget in September.

Building Report, Art Room + Outdoor Classroom Project: Heather Garland reported we are getting close to a final five year lease with a five year extension which will include the rear field. There will be a 25% increase in the lease years 2-4 but the city will cover all maintenance for four years. Beginning year 5 our lease will decrease substantially but we will take over maintenance of the building. Heather described upcoming projects including renovating the art space into a 2nd grade classroom, re-configuring the outdoor classroom into a two-season usable space and installing four new doors so every classroom has access to outside space. Heather has submitted a letter of interest for a full renovation of the outdoor classroom.

Action - A motion to use some of the surplus from this year's budget to cover the renovation costs was approved.

Of note, the city is in the process of a significant excavation for an emergency repair of a storm drain near the school.

Development Report: Amy Langrehr reported we are on track with our goal for the Annual Fund - we are currently at \$75,000 and she is anticipating another large gift. Due to COVID-19, we cannot hold our Spring Event, but a current parent and his company, Mission Media, helped us create a video requesting more help. Amy is also working on grant applications and summer projects with alumni and grandparents, and hopes to have our Spring Fundraiser next spring

Diversity Committee: Katie Morris reviewed the diversity exercise and survey completed by the board members which highlighted the need for a mission statement. She generated an archive of the work done to date and will share this with administration and the DEIJ committee in preparation for a change in leadership.

Head of School Report: Liz Dover explained how discussions about our current environment from the pandemic to civil rights during staff meetings led to the themes for the coming year. We will be embarking on a year of social justice and agents of change, beginning with the history theme about our civil war and ending with Children as Change Makers. The faculty appreciated the need to understand their own bias and need for help. Liz will be reaching out to others about potential workshops and the faculty has committed their own time over the summer.

Liz wanted to acknowledge not just recent events but the entire school year with two semesters prior to the pandemic and the incredible flexibility of our staff and admin team including the stellar admissions team, Co-Op and Gabi, Jen and the budget and Heather and the grounds. She discussed silver linings of the pandemic which helped with her goal of increased communication, including the admin team. She is still in the midst of AIMS work, scope and sequences, and curriculum, and is starting to focus on next year. Staff has measured square footage of each classroom and examined every alternative space. The school year will start one week early to build in extra time for flexibility. If we start in person, we will likely be on some type of rotational schedule such as half the school in person for two days, the other half for two days and Fridays would be distance learning/cleaning days. Liz discussed recommendations such as waivers and expectations on families for temperature checks, and she will be reviewing guidelines regarding masks.

Liz will also be focusing on hiring and reaching out for more diverse applicants.

The meeting ended with a planned Executive Session