

GreenMount Board of Trustees Minutes

October 1, 2020

Board members present remotely: Shannon Snow, Angelo Otterbein, John Abell, Tracy Pietrzak, Kristen Bright, Suzanne Brockman, Kelley Gludt, Jennifer Malloy, Sharon Metzler-Baron, Colm O'Comartun, Natalie Pope, Carlos Rodriguez, Megan Roth, Amy Scott, Catherine Stokes

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

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

2019/2020 Audit - The Board reviewed the fifth Draft of the Financial Statements and Independent Auditor's report and the second draft of the Form 990. William Russ, the auditor, reported there were not many variances, and expenses were in line with prior years. He noted the disclosure on COVID which indicates a slight decline in the number of students, but nothing suggests the school would have a significant problem because of the pandemic. Mr. Russ reported the numbers on the Form 990 do not change much yearly and are consistent with the audit.

Action - Motion to approve the Audit ending June 30, 2020 and the Form 990 was approved.

2020/2021 Budget Review - Due to all the uncertainty around COVID, we waited until this meeting to discuss the final approval of this year's budget. The board previously approved salary and tuition increases in January and a preliminary budget in June. Tonight we reviewed the changes in the proposed budget from June including a slight decrease in income and a significant increase in expenses related to COVID and facilities. We already anticipated these expenses, and in the June meeting the board approved keeping the surplus from last year in an unrestricted fund, therefore this year's budget is balanced with those additional board approved funds.

Action - Motion to approve the 2020-2021 budget was approved.

COVID Update: Jen discussed the COVID survey. Most families were comfortable getting together outside with groups of 10 or less, and Liz is looking into some small group social opportunities. Jen also showed the dashboard created by a current parent to monitor COVID data. We are tracking the number of new cases in Baltimore City and Maryland per 100,000 people, and Baltimore City positivity and daily tests in graph format using NYC as a comparison. The task force also revised the reopening matrix with more specific details. Liz mentioned how we want to be as transparent as possible with the community and will give consistent updates about this information. There will be regular COVID task force meetings each month. An important action item is to identify options for testing. Liz will also ask families to abide by a community agreement with expectations for behaviors such as mask wearing and distancing while not on campus.

Facilities Update: Heather reported we signed the lease three weeks ago, DGS signed it yesterday and it has now been passed onto Rec and Parks. The second grade classroom is almost finished. There have been some renovations to the outdoor classroom, but we may have an opportunity to completely finish the classroom now that a crew is already there and

students are not in the building. There are some concerns about spending additional money during this time of uncertainty around COVID, but continuing the project now will be less expensive than finishing the room later. We will be getting a quote from the contractor before discussing our options.

Admissions Update: Laura reported our total enrollment is 109, an overall increase of one from last year. We have the same applications completed at this time as compared to last year. We do have some inquiries for this year but they are often looking for in person instruction. There could be a number of kindergarten siblings for next year. The virtual glimpse went well although families do want to see the building. Many current parents are interested in CO-OP hours and wrote reviews which help with admissions marketing, others will collect data around admissions for the climate committee. Laura has been in touch with Baltimore preschools and is also working on how student ambassadors can participate in admissions this year. She acknowledges this is a challenging time for admissions but is looking into a number of virtual opportunities.

Development Update: Amy thanked the trustees for reaching 100% participation in the Fund for GreenMount. Although we typically increase expectations in the annual fund each year, we are going to keep the goal the same this year due to uncertainty around COVID. Amy met with Angelo and Liz to discuss specifics of a challenge match this year. The Otterbein/Calia family and Caryn Kauffman, a current grandparent, will again contribute significant gifts and Amy will work on getting a few more leadership donors for a giving challenge. She will be meeting with grade chairs to discuss specifics soon.

We will have a virtual alumni event with hopes for an in person event in the future when possible. We will also try to have either a spring event or a few virtual events throughout the year. The CO-OP survey indicated many parents who were interested in development; Amy will meet with them to discuss fundraising. Amy started a new format for the newsletter with plans to create monthly grandparent and alumni newsletters. She will also meet with the community building committee who would like to create a GMS cookbook with family recipes including grandparents, potentially as a fundraiser. Amy wrote an article for the Baltimore Fishbowl with photos and parent quotes, and is working with a current parent on a short admissions video. Updated T-shirts will be coming soon.

Head of School Report: Liz reviewed her goals for the year during this unprecedented time. She discussed a webinar that explored how we care for our community and what things will look like after the pandemic. She will continue to work with the DEIJ committee and staff in terms of how we can move forward as a school, as well as work on communication with our families and utilizing staff to help her lead more effectively.

The meeting ended with a planned Executive Session with the Head of School.