

GreenMount Board of Trustees Minutes

December 17, 2020

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

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

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

COVID Task Force Update: Heather showed us pictures of the 1st, 2nd, and 3rd grade classroom renovations including new ADA compliant exterior doors, individual desks and sinks. Cameras were installed for hybrid learning. The outdoor classroom has been cleaned, organized, and now has desks and a sink. Individual desks are now in the library and new doors are in the kindergarten and science wing hallways. Panels were built and installed in the gym to divide the area into separate classrooms with portable sinks. The natural playground was cleaned and hay bales were added for seating. Air purifier units and portable hand sanitizers units were purchased and filters were upgraded. Furniture was removed from the cottages and screens will be purchased for each exterior door.

Jen M. reported the task force is helping Liz identify questions for the Back to School survey and template for our Back to School Orientation. They are working on testing details including standard options in the community, a potential at home test, and an on-site option. They have identified a company called Five Medicine, which works with other schools to coordinate appointments on site using your own insurance with a co-pay. Students will be required to get testing after major breaks before coming back on campus. We also may offer more frequent testing for staff.

Development Update: Amy discussed the Annual Fund and how gifts have been coming in after reminder emails/posts. The cookbook committee has been meeting and has a goal to have the cookbook ready to sell in April. Amy will work with parents to restart the rowhouse project which was postponed last year due to COVID. Students will paint/decorate the houses and the completed blocks will be auctioned. Amy will plan an on-line auction as well as coordinate with local restaurants to host fundraiser take-out nights. She also has been working on marketing using different publications.

Admissions Update: Laura reports we recently accepted two more students for a total enrollment this school year of 111.

Applications have increased to 40 with the majority of interest in kindergarten, 1st and 6th grade. Inquiries are still down a little but that is a trend in private schools. Glimpse attendances are down but Laura has also been giving private tours. They have finalized the admissions process and everything will be virtual. New contracts will be offered Feb 18 and are due back March 4th. Current family contracts will be offered Jan 14 and are due back Feb 5th.

The Admissions committee worked with the DEIJ committee as well as the Wells collective to review the admissions process from a diversity perspective and will be making updates to the application, such as asking for preferred pronouns. The committee had a discussion about our current process of requesting pictures and how this might relate to implicit bias, yet there

are some advantages such as being able to recognize a student the moment they walk through the door to visit the school. They decided they will not be using pictures in some parts of the process, but will continue to use it on others. The admissions team decided to change the name of the parent interview to Community Conversation, removed the term best fit, and will change some of the Admissions Director Interview questions. The board then had a discussion about questions from prospective families regarding academic rigor and how highlighting alumni stories could address some of these concerns.

Finance/21-22 Budget: Liz discussed difficulties with COVID in terms of finances and how having a reserve fund has been very helpful. In the financial strategic plan we had projected a 4.24% increase in the tuition, but she felt this might need to be adjusted, so she presented three different scenarios. Each plan had a deficit due to projecting less CO-OP/ECHOES fees, no facility rental and increased costs to manage the facilities. Liz discussed the history of tuition increases and how years with no increase in tuition were then followed by larger increases of around 10%. Liz is concerned to increase tuition after a pandemic year, but is also concerned about the need to be fiscally responsible in light of the projected deficits. She presented three models, each with different tuition increases at four levels of enrollment, and the board spent some time discussing pros and cons of various expenses and tuitions.

Motion - *Action* - 2% tuition increase and 2% salary increase approved

Head of School Report: Liz thanked the administrative staff for their time and efforts presenting at the board meetings.

Based on the data, schools can reopen safely with appropriate mitigating factors and Liz is looking at a February reopening with a hybrid model. She will be sending a letter to families to discuss this process and will review a detailed plan with schedules in January. She is grateful for everyone's support.

The meeting ended with a planned Executive Session.