

## GreenMount Board of Trustees Minutes

March 18, 2021

Board members present remotely: Shannon Snow, Angelo Otterbein, John Abell, Tracy Pietrzak, Kristen Bright, Suzanne Brockman, Kelley Gludt, Emily Levenson, Jennifer Malloy, 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

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

Admissions Report: Laura reviewed the admissions data for the 2021-2022 school year. Currently there are 101 students enrolled and we will be offering 5 more contracts. Liz noted there was a 66% acceptance rate for contracts offered. Laura has reached out to several other families and historically there are additional applications throughout the summer. There was a question about the diversity of the incoming kindergarten class. Laura reported she is gathering that data and it will be reviewed at the next admissions meeting. There was a discussion about whether the Climate Committee or the Admissions team will interview current families that are leaving as well as families that did not accept a contract. Liz thought there could be a benefit from having someone outside of admissions conducting these interviews, and Kristen offered to contact these families. Emily noted the success of the kindergarten admissions and how this can help us in years to come.

Development Report: Amy reviewed the current numbers for the Annual Fund. We are ahead of last year at this time but still have \$11,000 to meet our goal. Last week Amy sent an email to alumni, grandparents and friends of alumni who haven't given yet. She will also send a mailing to anyone who hasn't given yet and let current parents know that we have not yet reached our goal. Amy will also make some specific asks from two friends of the school.

Additional fundraising includes selling our cookbook in May as well as continuing take-out nights. The rowhouse project will be starting soon. Kids will decorate the houses to be sold at the auction in May. Amy has been doing lots of marketing with local postings, boosts on Facebook and Instagram, and targeted ads. She is also working on getting an article in the Roland Park Newsletter.

Finance Report: John reviewed the Profit and Loss statement. We are at 67% of the school year, and are on target with the collected budget. We anticipated more expenses due to COVID but the good news is that our current operating deficit is significantly less than we forecasted. John noted how the faculty and staff are doing a great job managing expenses.

John also reviewed the balance sheet comparison. Most of the increase in assets as well as the changes in liabilities and equity were due to the funds from the PPP loan.

Since the prior art room was renovated into a classroom this year and the current art space is in the back of the gym, the finance committee looked at our available finances to convert the outdoor classroom to an art room this summer. They looked at the projected deficit for this year, the estimated budget deficit for next year with 105 students, the surplus from 2019-20 that was carried forward to pay for budget shortfalls and the PPP loan proceeds offsetting payroll costs from the current year. This would leave \$72K of available funds. There are no formal estimates, but we believe \$50-110K would be a reasonable projection for the construction, so there could be a potential deficit. If there were 108 students next

year, there could be \$111K of available funds which would cover all estimated costs of construction. We will get more information about any potential renovations and continue to discuss the matter in future meetings.

Facilities Report: Heather reviewed the summary of the non-public schools aging schools grant. She saved the funds from FY 19 and added it to the FY 20 funds for the conversion of the 2nd grade classroom and the exterior door replacement which totaled \$44,061. Heather just submitted this for reimbursement and it is currently being reviewed. We will receive around \$14,800 for FY 21 for both the aging schools grant and safety grant. There was some discussion about the process of assuming maintenance costs as per our lease and the need to plan for a building fund.

CO-OP Report: Kelley reported with the increased CO-OP opportunities there have been a significant improvement in families participating in CO-OP. They reached out to families who did not have any hours, held a meeting with new families and increased the communication of different CO-OP jobs. There have been unclaimed CO-OP hours and it does not appear that we need to change the requirement for this year.

DEIJ Report: Catherine reported the committee launched a 21 day equity challenge which will run until the end of April. The committee will hold discussions with the GMS community about the different activities and experiences. They hope that will provide feedback as to how the committee could be useful to families as well as how GMS can improve upon DEIJ issues. They will continue to look at admissions with a DEIJ lens (such as who is accepting our offers) and identify areas of improvement.

Governance Report: Carlos discussed a governance committee goal to help clarify the roles and responsibilities around committees. He sent a template for committee charters to all committee leaders to complete by April 2nd, and hopes to vote on these charters during the April board meeting. Liz discussed a new board evaluation tool from a local consultant that GMS will be piloting which will build on the work of the charters.

COVID Task Force: Jen thanked Liz for her ongoing hard work, and discussed the work of the COVID task force keeping up to date with all the changes in recommendations. Liz sent our travel policy to parents today. We will require a PCR test prior to in person learning after spring break and will again offer testing on campus through Five Medicine. We are looking into two reports from parents about receiving higher than expected bills from Five Medicine and expect them to hold to their commitment of no more than \$55 per test after copay. We will order 300 antigen tests from Abbott for a trial run of the surveillance testing. Parents volunteered to run the testing through the CO-OP and we will likely start the week after spring break.

Head of School Report: Liz discussed the complications with the ever changing recommendations around COVID protocols. She will continue to be cautious and review all the information before making any decisions. Liz also discussed recent negative articles about private schools and the independent school climate. She discussed the importance of our marketing being positive and proactive, and our ongoing commitment to community involvement. The faculty has been working hard to problem solve any issues around the transition to hybrid learning. The school opened school with about 60% capacity and might be closer to 90% by April. No one is pressured to come to school; students can come in person and change their mind later. Kids are doing well wearing their masks and the teachers are making sure they connect to their online students. Families have been really respectful about communicating including touching base with Liz about any travel plans. We are looking at options for 8th grade graduation and how we might be able to get together.

We are also looking forward to next year. At this point we are planning on 5 days in person, but likely will still be wearing masks and ready to pivot to distance learning if needed.

The meeting ended with a planned Executive Session.