

Greenwood School

Minutes of the Board of Directors

April 15, 2009

Attendance: Frank Anderson, Brian Chadbourne, de Borah Jones, Colleen Kane-Dacri, Merel Kennedy, Peggy Rock, Patricia Rudd, Robert Schiappacasse, Carl Spitzer, Marcy Summers, Cynthia Ulman

Absent: Scott Hamilton, Danica Remy

The meeting was called to order at 2:40 p.m. at Tamalpais Bank.

1. Minutes

Minutes of the March meeting were previously approved electronically and posted.

2. Announcements

Reminder that Director's annual evaluation is coming up at the end of the year, and calls for Board involvement.

Frank mentioned that Steven Hoffman is willing to work with the Board on teamwork and process improvement.

3. Director's Report

Robert provided an overview of current activities at school, including NEST/Science Fair, class trips, Memorial Day, speakers, etc. The new wheelchair ramp has been installed to provide access from the play yard to the first floor.

Update on 2009 enrollment: Robert presented the current status of projected enrollment for Fall 2009. The Board discussed continuing outreach activities for the remainder of the year. The Director and Faculty will continue to work closely with current families with re-enrollment questions.

Teacher recruitment: Robert expects to announce the hiring of incoming 1st and 5th grade teachers this week. Candidates for next year's 4th grade position are visiting and doing teaching demonstrations this week.

Marketing: Jen Jerde and Susan Gladwin will present their work at a parent tea on April 21, and the Board expressed interest in holding a session with them to review their findings and recommendations.

Robert provided an update on the situation with the 4th grade departures from Greenwood last fall.

CONCORDANT DECISION – The Board authorizes the Director to pursue a mediated solution to the tuition dispute. Approved.

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4. Site Committee Report – Brian Chadbourne

The Site Committee's is working to locate a new off-site licensable Kindergarten location, ideally by September. The community has offered suggestions. No suitable site has been found yet, but active research continues.

The Site Committee had determined that it would be physically feasible to divide the lower floor classroom, but the project has been put on hold because it would not create a viable classroom space. It would provide some facility flexibility when and if it becomes financially feasible.

5. Finance Committee Report – Robert Schiappacasse

The Board reviewed current financial data and projections for 2009-2010 at varying levels of enrollment. There was some discussion of development targets, enrollment levels, and long-term strategic implications and issues.

6. Development Committee Report

Patricia reported that the auction planning is on track. Invitations are done and ready to send out. She reminded the Board of the need for auction items and enlisted Board members' support to assure that we meet revenue targets.

7. Nominating Committee

Cynthia reported that she is checking with current Board members to determine whether there will be a need for a new nominating process this Spring.

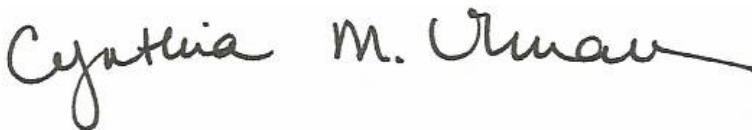
8. Process Review

Suggestions included more pre-delivery of reading material on major strategic topics with important issues identified, clearly presented data, and recommendations outlined ahead of time when possible.

Several Board members need copies of "The Ten Best Practices of Non-Profit Boards" booklet.

The meeting adjourned at 6:00.

Submitted by



Cynthia Ulman
Board Secretary