

# **Greenwood School**

## **Minutes of the Board of Trustees**

**February 10, 2010**

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

Absent: Danica Remy

Guests: Vicki Seastrom

### **1. Minutes**

Minutes of meeting were approved pending Danica Remy's response.

### **2. Director's Report**

Robert reported on pre-school enrollment and set-up, changes in enrollment in the grades, and his work toward the Director's goals for program excellence, enrollment/retention, parent satisfaction, financial health, and site needs. He circulated the revised enrollment agreement.

### **3. Finance Committee Report**

Frank reported on financial performance against budget for 2009 – 2010, presenting various scenarios and anticipated variances including preschool start-up costs. The Finance Committee is working on a 3-year budget scenario with an initial look at 2010 – 2011 budget for next meeting. Finance Committee is systematically reviewing risk management.

Frank presented the Form 990 for Board review. Page 4 questions 28 should be answered "yes" to cover Colleen's consultancy, de Borah's son's employment, and Merel's father's work for Greenwood. A subcommittee of Frank, Colleen, Scot, and Robert will meet with Patty for a final review.

**CONCORDANT DECISION** – The Board approves the 2008 – 2009 Form 990 subject to additional detailed review and corrections by the designated subcommittee.

### **4. Enrollment Scenarios**

Brian distributed and presented an analysis of enrollment projections. Vicki reported on the effectiveness of Greenwood's brochure and regularly scheduled open houses. Parent volunteer support at open houses to help and be a presence would be beneficial.

National data on annual attrition is 9.6 % at independent schools.

### **5. Site Committee Report**

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Brian reported that the Conditional Use Permit for Walton Hall has been completed and reviewed the action plan to proceed with completing the pre-K classroom interior and exterior improvements. He reviewed a financial analysis of the program. Linda has developed an outreach plan to promote the program.

Cynthia reported on preparation for lease negotiations with OLMC and current discussions regarding an additional site.

### **6. Development Committee Report**

Patricia reported on Giving Tree funds raised year to date. She projected that we will meet or exceed the goal and have successfully established the Stewardship Circle. The Board inquired about the mechanism for recording donation of sibling discounts.

Merel Kennedy and Becky Sorenson are co-chairing the Auction to be held May 15 at Frantoio.

Discussed "Fund-a-Need" possibilities: Walton Hall development, Middle School resources.

### **7. Governance Committee Report**

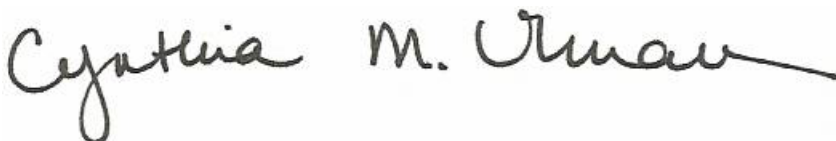
Colleen reported that bylaws work is behind schedule but continuing.

### **8. Nominating Committee Report**

Cynthia reported on the nominating process and requested that Board members send in nominations by this Friday.

The Board adjourned at 5:00 to go into Executive Session to discuss faculty contract questions and the Director evaluation process.

Submitted by



Cynthia Ulman  
Board Secretary