

# **Greenwood School**

## **Notes of the Board of Trustees**

**September 9, 2009**

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

Absent: Danica Remy

### **1. Minutes**

Minutes of meeting are circulating for approval electronically and will be posted.

Discussion of how to approve minutes and make them available for interested parties. No change to policy. Minutes will be posted on GWS website to bring up to date.

### **2. Novel H1N1 (Swine Flu) Pandemic – Carl Spitzer**

Carl updated the Board on the current situation with H1N1 in Marin in connection with Greenwood's policy on sick children and health precautions built into the school routine.

### **3. Board Study – Windows into Waldorf**

The Board reviewed and discussed "The First Eight Grades" and "Unique Treatment of Subjects in the Waldorf Curriculum". Discussion of Windows on Waldorf will continue next month.

Colleen recommends that all members obtain The Trustee Handbook (National Association of Independent Schools) for future Board study.

### **4. Director's Report**

Director reported on current enrollment and recent hires in Marketing/Outreach, Learning Support, and Nature Program. He is currently seeking an assistant to facilitate scheduling, project follow-up, e-mail responsiveness, and parent access to the director. The

### **5. Director's Goals**

Board reviewed proposed goals for the Director. Discussion focused on refining these goals and defining Board goals to complement and support the Director's work.

The Executive Committee will bring a revised document including Director's goals and Board goals to the October meeting.

### **6. Finance Committee Report – Frank Anderson**

Frank reported on budget for 2009 -2010. The Board previously approved an expense level of \$2.4 million with a maximum deficit of \$150,000. The Finance Committee has been

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preparing an updated budget with a lower deficit based on increased enrollment. The Board will vote in October on a revised budget and measure subsequent variances from that over the year.

Finance Committee will maintain a focus on cost containment to bring Greenwood closer to break-even with less fundraising required.

Frank briefly reported on cash reserves and collections.

### **7. Site Committee Report – Brian Chadbourne**

GWS has been asked to prepare a lease for the new kindergarten site proposed in Mill Valley. Brian went over an approach to completing the work.

Lease will require approval of Board, which may need to be done electronically.

### **8. Development Committee Report – Patricia Rudd**

Patricia reported good activity in recruiting volunteers for Development. Chairs are needed for Winter Fair, Greenwood Naturals, and Business Partners. She expressed appreciation to Elizabeth Smith, who has brought the Glass Pumpkin Sale to GWS this month as a fundraiser.

A major donor event is scheduled for October.

### **9. Director's Report (continued)**

Robert discussed the opening of Greenwood's year, and his view of the state of the school. Marcy Summers is continuing as Faculty Chair. Piper Perrault and Judith Wares will join her and Robert as Steering Committee.

He announced that the new website is about to launch, with the calendar online, events will on the home page, and a link to Facebook for providing additional information and social networking capacity. Thanks to parents Steve Johnson, James Dacri, Jen Jerde, and Gary Yost for website work. The marketing committee has approved a small 3-fold brochure for initial inquiries, and a full brochure is in development.

### **10. Nominating Committee Report - Colleen**

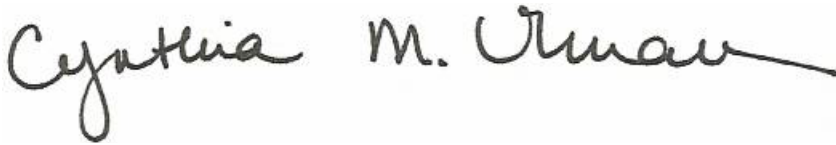
The Board discussed criteria for faculty representation to the Board: minimum years of experience teaching at GWS, member of the Faculty Committee, and full-time specialty or main lesson teachers. Previous board experience would also be a valuable asset.

Board discussed requesting that Peggy continue to serve on the Board during this year of transition to participate in by-laws revision that will define governance for GWS moving forward. Colleen will speak with the Faculty Committee about this.

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The Board discussed the importance of updating bylaws this year to document Greenwood's governance.

A handwritten signature in black ink that reads "Cynthia M. Ulman". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Submitted by  
Cynthia Ulman  
Board Secretary