

# **Greenwood School**

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

**October 14, 2009**

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

Absent: Carl Spitzer

### **1. Minutes**

Minutes of meeting were approved electronically and posted.

### **2. Site Committee – Brian Chadbourne & Cynthia Ulman**

Brian reviewed the plan for locating a prekindergarten/kindergarten class at 260 E.Blithedale, adjacent to the Spiritual Healing Center, pending final completion of the lease. He informed the Board of the steps required and the calendar schedule for obtaining the Conditional Use Permit and the childcare license. The Board discussed various aspects of the work required to prepare and bring the new site on line.

Cynthia distributed a memo and building plans for an alternative temporary classroom location or long-term site that is under exploration for early childhood programs. The Board discussed the possibilities, benefits, and risks of the site alternatives for the “kindergarten village.” Cynthia will continue conversations regarding this long-term site possibility.

### **3. Director’s Goals and Board’s Goals**

The Board reviewed and discussed revisions to the Director’s 2009 – 2010 goals that were developed with the Executive Committee.

The Board reviewed the Board goals that the Executive Committee had been asked to revise after the September meeting. They discussed clarifications and approved the recommended goals in the following order:

1. 2009 – 2010 Development goals
2. Secure long-term site needs
3. Develop and strengthen Board
4. Adopt updated bylaws
5. Draft long-term vision

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### 4. Director's Report

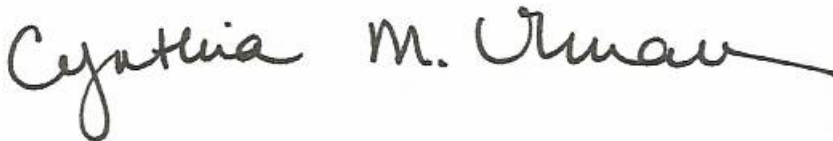
The Board reviewed a new "funnel" report on inquiries and admissions. Greenwood's new brochure is in production and expected before the next open house. Robert updated the Board on completing his hire for the new Marketing and Outreach position. He provided updates on the Learning Support program and additional hiring plans. He thanked Patricia Rudd for hosting a very successful gathering on behalf of Greenwood.

### 5. Finance Committee Report – Frank Anderson

Frank reviewed budget adjustments for 2009 -2010 with new enrollment and finalized expense numbers for this fiscal year. The Board requested that the Finance Committee come back with prior year's actual figures and a final review of the budget before approving the adjustments. Frank distributed the July/August 2009 monthly report and the October 7 Finance Committee agenda.

### 6. Development Committee Report – Patricia Rudd

Patricia reported that the Development Committee work is going well, with preparation for Giving Tree campaign and Winter Faire.



Submitted by  
Cynthia Ulman  
Board Secretary