

Greenwood School

Notes of the Board of Trustees

November 11, 2009

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

1. Minutes

Minutes of October meeting are in the approval process electronically and will be posted.

2. Announcements

Reminder of Board/Faculty social November 12, 5:30 – 7:30 and discussion of format of evening.

Do Board introductions at beginning of meeting: Name, kids, 1 thing you bring to the Board and 1 thing you get from the Board.

3. Reflections on Retreat

Points for follow-up:

- Risk management (Frank to discuss with Finance Committee).
- Visioning ideas related to site – is current site an opportunity or a constraint?
- Location and quality of space for Board retreats and meetings.
- Schedule future retreats to include regular Board meeting business.

CONCORDANT DECISION – Approved. Modify Board goals to make goal #5 “Draft Mission Statement for Greenwood School.”

Discuss Board annual calendar, meetings, retreats, etc. at next Board meeting. Executive Committee to recommend schedule of retreats for remainder of year (late January/February and June).

4. Board Study: Leadership roles

Reviewed relationship of Board Chair and School Director based on NAIS Trustees Handbook. Discussion of the role and authority of the Board and the Chair. Reviewed page 135 – Principles of Good Practice.

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5. Director's Report

Currently in faculty evaluation cycle with new faculty members, leading into mentoring/development plans.

Working on next steps for major donor campaign with Patricia Rudd.

Update on litigation. Executive Committee will review the question of how Board will oversee GWS action in relation to the litigation.

6. Finance Committee Report

Finance Committee notes available to be distributed to Board as a whole.

Reviewed 2008 – 2009 actual to 2009 – 2010 budget and discussed impact of new kindergarten site expenses. Frank reviewed first quarter results and discussed areas of risk the Finance Committee is monitoring for the remainder of the year.

Frank informed the Board about several tuition-related issues that the Finance Committee is currently working on in preparation for 2010 – 2011 budget.

The Board discussed the Finance Committee's recommendations for collecting outstanding tuition debts. Communications should be sent certified mail or UPS with an enclosed response form.

CONCORDANT DECISION – Approved. Approve collection recommendation from the Finance Committee.

7. Site Committee Report

Brian reported the filing on November 2 of Greenwood's use permit application to the city for the new site. A hearing before the Planning Commission will probably occur on December 14 at 7 p.m. Licensing effort and neighborhood outreach are underway.

8. Development Committee Report

Patricia presented on the Board role in supporting Development efforts.

- GWS should be among top three beneficiaries of Board members' giving.
- Care of and personal follow-up with donors.
- Solicitation of gifts within and outside GWS community.
- Visibility around community.
- Spokesperson to emphasize importance of Development in class parent meetings.

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- Network for in-kind or monetary donations.

She presented specific ideas related to the Giving Tree campaign. Board members should inform Patricia of their commitment to the Giving Tree by Monday 11/16.

9. Governance Committee Report

No report.

10. Nominating Committee Report

No report.

11. Board/Community Forum

Because no space was available on November 19, the Board/Community forum will be scheduled for December 10 pending finding a location.

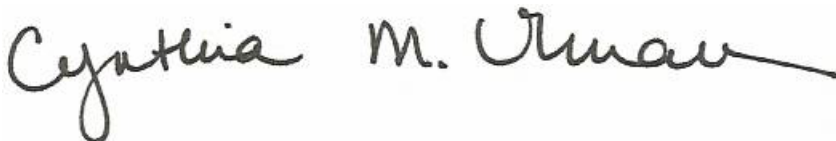
12. Board Self-Evaluation

Colleen collected individual evaluations and requested completion of Board Evaluation for 2009 (handed out). Colleen will work with Executive Committee to review and compile individual self-evaluations.

13. Meeting Process Review

Comment that Development Committee needed more time. Patricia suggests 15 minutes per meeting.

Submitted by



Cynthia Ulman
Board Secretary