

**Board of Trustees Meeting  
November 18, 2015 MINUTES**

**Meeting called to order at:** 6:05 pm

**Members in attendance:** Bill Bagatini; Mark Bland; Melanie Como-Dits, President; Lauren Cressy Dunbar; Annie Geary; David Rowley, Treasurer; Jennifer Williamson; and Jeanne Yoder, Secretary

**Staff/Faculty in attendance:** Deborah Drendall, Head of School; Susan Finster, Director of Finance; Julie Gabrielse, Early Childhood Director; Kyle Null, IT Director/Computer Teacher; Becky Dennis, Elementary/Junior High Division Chair; and Kim Bosworth, Executive Assistant to the Head of School

**Guests in Attendance:** n/a

**Absent:** Jean Humphreys; Peter Lombardo; Sophie White; Mari Linn Wise; Paul Worland; and Ed Yang, Past President

**Consent Agenda** – including October 28, 2015 Meeting Minutes; and November 2015 Advancement Committee Report was unanimously approved.

**Committee on Trustees** – Melanie Como-Dits reported that the committee met on Monday, November 16<sup>th</sup>, to review the strategic planning that took place at the October Board meeting. Items presented include:

- Notes from the October 28<sup>th</sup> meeting
- Meeting Best Practices guidelines that were discussed and agreed upon at the September meeting

Annie Geary noted that forming an Ad Hoc Buildings and Grounds Committee for the current school year was discussed. The objective of the committee is to:

- Review and report to the Board on the condition of the building, equipment and grounds, and requirements for replacement and repairs.
- Review grounds, maintenance schedules, budget and preventive maintenance programs.
- Review and recommend all major capital items not included in annual operating budget.
- Develop a long-term master plan for the campus.
- Deborah will review the Facility Audit report with the committee to share what has already been done and what still needs done.

**MOTION** was made, seconded and unanimously approved to form an Ad Hoc Buildings and Grounds Committee for the remainder of the 2015-2016 school year.

**Head of School Report** – Deborah Drendall reviewed a written report highlighting the following:

- 2015-16 Enrollment Update
  - Current Enrollment – 217
- Development/Events: Everything Windfall!
- Marketing Committee
  - Met Tuesday, November 17<sup>th</sup>
  - A comprehensive Marketing Strategic Plan is currently being drafted by the committee
- Accreditation Update
  - Visiting Team Leaders are being assigned. We will have one from ISACS and one from AMS
- Daily Details
  - Zoo Boo
  - All-Staff Meetings
  - Annual Report
  - Constituent Survey
    - 13 of 14 Trustees completed the survey – thank you! It is possible that all 14 completed the survey, but someone marked “parent” instead of “Board member”
    - As of today, our completion rate has grown to 76%
    - Junior High students completed the survey in computer class – thank you to Mr. Kelly and Mr. Null
  - Parent/Teacher Conferences
    - Conferences went well – no surprises
  - First Lego League Competition
    - Melanie Como-Dits mentioned that the FLL competition this past Sunday went very well. The team worked well together and practiced for several hours prior to the all-day event. Please congratulate the team members if possible.
  - Upcoming Events
    - Grandparents & Special Friends Day – November 24<sup>th</sup> – Please plan to attend even if you don’t have a child/grandchild enrolled at school
    - Winter Sing – December 18<sup>th</sup> – Please plan to attend

**Announcements** – Deborah mentioned that a rumor has been overheard by teachers being discussed by elementary students that our Junior High program will no longer be offered. Deborah asked the Trustees to refer anyone they hear repeating or discussing the rumor directly to her for clarification as this rumor is entirely false. She also mentioned that we will be doing some extra marketing for the JH program in the near future.

**Motion to adjourn.**

**Meeting adjourned to Closed Session at: 6:25 p.m.**

**Next meeting:** Wednesday, January 20th, at 6:00 p.m.

**Respectfully submitted by:** Kim Bosworth, Executive Assistant to the Head of School