

**Board of Trustees Meeting – via Zoom
January 27, 2021 MINUTES – Open Session**

Meeting called to order at: 6:00 p.m.

Members in attendance: Matthew Champion, *President*; Lauren Cressy Dunbar; Justin Dunnem, *President-Elect*; Annie Geary, *Past-President*; Jeff Miars, *Treasurer*; Rabia Shariff and Donna Voor, *Secretary*

Staff/Faculty in attendance: Kim Bosworth, *Director of Admissions*; Matt Jun, *Director of Finance*; and Randy Kelly, *Head of School*

Guests in attendance: n/a

Members Absent: Peter Ashley and Rachel Novick

Minutes from the December 16, 2020, Open Session meeting were unanimously approved.
Peter Ashley's and Rachel Novick's votes were submitted by proxy via Matt Champion.

Head of School Report: Moved to Closed Session.

COMMITTEE REPORTS

Committee on Trustees: No report

Finance Committee: Moved to Closed Session

Facilities/Technology Committee: No report

Advancement/Marketing Committee: No report

Old Business:

- Strategic Plan –
 - This item will be delayed for one additional month.
 - Will be available for review prior to February meeting and discussed for a vote in February.
- Spring Pandemic Plans –
 - The letter that Matt sent out to the community on December 21st on behalf of the board was very well received.
 - The Daily Health Check form will be updated to include a place to indicate if the individual has tested positive over the past 90 days, thus giving them an exemption if reporting certain minor symptoms.

New Business:

- HOS evaluation survey –
 - Will be sent out to Staff within the first two weeks of February.
 - Results will be discussed in an upcoming closed session meeting.
- Lower Student/Teacher ratios –
 - There was discussion about lowering the student/teacher ratio in Early Childhood through Junior High classes from 12:1 to 10:1.
 - Lauren Cressy Dunbar referred to her experience as an EC teacher. An ideal EC classroom is one with 8 three year olds, 8 four year olds and 8 five year olds with two teachers/guides. She also asked how the lower ratio would affect the bottom-line budget.
 - It was noted that we have an empty classroom at each level. The struggle is staffing.
 - Some levels would have to be grand-fathered. For example, we currently have 44 LE students and only two classrooms.
 - Provisions/exceptions could be made to accommodate families looking to enroll with us from the Granger Community Church Early Learning Center that is closing in June.
- Virtual Board Retreat –
 - Matt asked if there would be interest in a virtual board retreat in March. The general agreement was that it couldn't be as effective as an in-person gathering, so it's probably not a good idea. But there should be extra time allowed at the March (Zoom) Board Meeting to introduce and get to know the anticipated new members.

Motion to adjourn.

Adjourned to Closed Session at: 7:00 p.m.

Next meeting: Wednesday, February 24, 2021