



Board Meeting Notes, September 20, 2018

In attendance:	Karen Keene, Simone Helbling, Sarah Samson, Michelle Meyer, Malika Sharma, Carsten Schemel, Ulrike Weiler, Florian Gstrein, Shawn Bavaresco, Rob Glatz
• Board	
• Staff	Blake Peters
Excused:	Micha Ramsey
Absent:	
Additional attendees:	

Topic		Description
<b>Old Business</b>	Prior Meeting Minutes	Carsten moved to approve the June meeting minutes. Sarah seconded. In favor: all
		Signature of conflict of interest and confidentiality policies: both policies were distributed for annual renewal. Due date for these to be returned is 10/1 Karen briefly reviewed board and attendance policies as well as board members expected financial commitment. Board responsibilities include – oversight, strategic review and, review of HOS  <b>Change of board meeting format:</b> The goal is for meetings to be more efficient There will be not staff at board meetings in order to focus more on primary board business. Staff will be attending on an as needed basis. Head of school will be responsible to report on all areas of operations.
<b>Officer elections</b>	Ulrike: Treasurer Rob: Vice President Simone: Secretary Karen: President	Carsten motioned to approve the officer election, Shawn seconded In favor: all
<b>Committee Report</b>	Rob presented on behalf of the building committee	The building project is being completed in scope and on time. Feedback from the community has been overwhelmingly positive. The school received \$240k additional grant money assigned to the project which allowed for improvements that were not

		scoped in originally (i.e. seismic upgrades). These funds are to be used in the event that the project exceeds original budget.
	Michelle presented for RDC	<p>Development goals for 2018/19</p> <ul style="list-style-type: none"> <li>• Build major giving program</li> <li>• Focus on annual giving (reduce frequency of events and asking for donations)</li> <li>• Spring fundraiser is the signature event for the school</li> <li>• Involve more volunteers</li> <li>• Build a strong alumni network</li> <li>• Establish key metrics to measure fundraising success</li> <li>• Fundraising database has been established to support ongoing efforts</li> <li>• 1995 club established – more communication to the entire school will come in early October</li> </ul>
	Simone presented for LDC	LDC is working on defining and prioritizing action items for the 2018/19 year
	Ulrike presented for Finance	Year end closing is ongoing. Finance will meet when a first set of numbers is available for review
	Karen presented for ExCom	<p>Items ExCom is currently working on:</p> <ol style="list-style-type: none"> <li>1. Mid-Year progress report for HOS on strat plan goals and overall performance – each Excom member is responsible for one strat plan pillar: <ul style="list-style-type: none"> <li>Karen – Communication</li> <li>Simone – Program</li> <li>Ulrike – Building</li> <li>Michelle – Growth</li> </ul> </li> </ol> <p>The review will include a 360 review of the leadership team to get specific feedback from staff members</p> <ol style="list-style-type: none"> <li>2. Changes to board meeting format and to items distributed to the board (pre-read etc.)</li> </ol>

		<p>3. Met with liaison to German schools abroad in Germany. Some informal updates were given on changes to the BLI process. More information is expected from the BLI as we go through the review cycle.</p>
<p><b>Committee Assignment Review</b></p>		<p>Staff is working on definitions of committee roles responsibilities to be distributed to board members upon document completion. Current committee assignments are</p> <p>Carsten – Finance  Ulrike – Finance, ExCom, Financial Aid  Rob – Building, Finance and ExCom  Karen – ExCom  Micha - Building  Florian – Financial Aid, Building Committee  Shawn- Marketing  Sarah – RDC, LDC  Simone – LDC, ExCom  Malika – RDC, with an active interest in LDC  Michelle – RDC</p> <p>Board liaison to the PPC – Excom and HOS recommend that Karen as board president join in this role so any issues in the PPC meetings can get addressed properly. Karen will pilot this through the end of the year and report to the board whether this is an effective solution.</p>
<p><b>HOS Report</b></p>		<ul style="list-style-type: none"> <li>• Enrollment is down (179 currently vs 200 planned) – there were fewer tours this summer and summer camp was offsite due to construction, but we are seeing an increase in tours for next year</li> <li>• We had a very smooth start to school year</li> </ul>

		<ul style="list-style-type: none"> <li>• A community-wide survey will be run this year with a focus on closing communication gaps</li> </ul>
<b>Looking forward</b>	Topics for next board meeting	Strat plan review Middle school research update Present committee work plans Approve May notes
<b>Next meeting</b>		October 18th

**Closed session**