



Board Meeting Notes, December 6, 2018

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

Topic		Description
Old Business	Prior Meeting Minutes	Ulrike Weiler moved to approve the April, September, October minutes. Carsten Schemel seconded. In favor: all
Head of School Update	Blake Peters	<p>Germany Trip:</p> <ul style="list-style-type: none"> • In January HOS will be in Germany for annual head of school conference and will add days to look into corporate partnership opportunities for school • Also, video interviews with GIS Alumni studying in Europe. <p>Strategic Plan Update - Review of Major 2018 accomplishments</p> <ul style="list-style-type: none"> • Standardized Testing (VERA) implemented in grade 3+ • Counseling services launched for students with learning differences • Staff: IB workshop cat 2 implemented • Growth: 2018: annual fund + fall event \$59k; 2019 annual fund \$82k; family participation increased from 21% to 63% (78% of all new parents participated) • Finance and Administration: grant application for exterior remodel, improved tuition processing time; Job descriptions for staff

		<p>implemented</p> <ul style="list-style-type: none"> Enrollment is flat and next focus item along with communication (survey first step, a lot of hard work ahead for administration)
Committee Reports	LDC	Bylaws, board election procedures, and board roles are topics the LDC will cover in 2019
	Sarah presented for RDC	<p>Holiday Market: Event very popular but resource drain for school. Barely breaks even financially. Effort comes at expense of Spring Fundraiser. New models under discussion Corporate sponsorship for spring fundraiser is needed. Any ideas contact Sarah or Kathryn</p> <p>ACTION: All board members should consider prospects for sponsorship and work with Kathryn to solicit.</p>
	Ulrike presented for Finance	<p>Books closed waiting for CPA review before final results can be published</p> <p>Tax preparation in progress</p> <p>Looking at new ways to boost enrollment with new tuition models</p>
	Robert presented for Building Committee	<p>Shell Project: Working through final punch list. Project is trending towards \$150k under budget (budget included + 20% contingencies)</p> <p>Euro 30k now available from German Government for security upgrades (intercom, parking lot camera, fence behind school)</p>
	Karen presented for ExCo	<p>Tuition setting options discussed. Staff empowered to make proposals</p> <p>Immediate staffing changes: Kindergarten teacher left at short notice for personal reasons. Frau Williams stepping up as kindergarten teacher while keeping role as</p>

		<p>PreK school director</p> <p>Blake Peters will assume role Honorary Consul for the Federal Republic of Germany in Oregon/Idaho, which is a great recognition for Blake and will offer a lot of opportunities for the school. The Board congratulated Blake</p>
Looking forward	Topics for next board meeting	To be announced separately
Next meeting		January 17, 2018

Closed session