

**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 21<sup>st</sup> 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**