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**GENEVA SCHOOL OF BOERNE**  
**113 CASCADE CAVERNS ROAD, BOERNE, TX 78015**

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**Minutes of the  
GSB Board of Trustees Board Meeting  
September 20<sup>th</sup>, 2018**

The regular meeting of the Geneva School of Boerne Board of Trustees was held at the Geneva School of Boerne at 113 Cascade Caver, Boerne, TX 78015 in Mr. Dirk Russell's classroom. The meeting was called to order at 6:02pm by the President. The Secretary was in attendance.

**ATTENDEES**

Board members Karen Abell, Tonya Christal, Jim Guy Egbert, Carrie Friesenhahn, Jody Goodman, Steve Griffey, Debbie Ledoux, Dave Tippit, Travis Vaught, Kevin Young and Charles Garcia were in attendance.

The following school administrators were in attendance: Brad Ryden, Amy Metzger and Dirk Russell.

**DISTRIBUTED ITEMS**

Prior to the meeting the following items were distributed to members by the Secretary:

- *Marketing/Development Board Report*
- *Head of School September Report*
- *HSEC Board Report*
- *Finance August 2018 Financial Report*
- *2018 Cash Surplus worksheet*
- *Philosophy of Debt (in-force and proposed)*
- *Draft Meeting Minutes from the Board Retreat*

**Devotional – Debbie Ledoux**

Debbie led a devotional on the topic of overcoming stagnation referencing Luke 10:38-42. She then led the board in prayers for our community.

**Approval of Prior Meeting Minutes** – the vote to approve prior meeting minutes was tabled and agreed to be done over email between meetings.

### **Head of School Report – Brad Ryden**

1. Mr. Ryden reviewed the HOS September Report
2. An exit survey is currently being developed
3. Cameras have been installed and are live around the campus. They are located in parking lots, gym and the MPB. At this point, there are no cameras directed at areas of student activity. Cameras have a revolving 7-day recording cycle with an extension over holidays.
4. Door access readers have been installed on shared spaces of the newly constructed buildings.
5. There is a new visitor policy in place using the Raptor Visitor Management System. The system takes a picture of the visitor and does a comparative scan with the National Sex Offender Registry.
6. Employee benefit open enrollment has been completed. The 401k enrollment period will occur in late October.
7. Reviewed GSB and AP testing

### **Committee on Trustees – Travis Vaught**

1. The GSB Parent Survey development will be led by Dave for a January deliverable
2. KPIs will be included in the parent survey
3. A board policy review will be conducted in May 2019 and led by Debbie and Travis
4. Committee heads should expect calls from CoT members to discuss prayer needs

### **HSEC – Jody Goodman**

1. Jody reviewed the HSEC board report
2. An HSEC meeting calendar is to be completed by the next board meeting
3. HSEC is discussing value-added continued professional development for Mr. Ryden
4. Discussion was held about administration and faculty sabbaticals

### **Finance – Karen Abell**

1. GSB ended the fiscal year with a budget surplus
2. The Finance Committee approved use of surplus funds and made the recommendation to the Board
  - a. **A motion was made** by Kevin Young to approve the use of surplus funds in accordance with the distributed 2018 Cash Surplus worksheet. The motion was seconded by Jim Guy Egbert. The motion passed by majority.
3. Discussion was held on the proposed Philosophy of Debt
  - a. Revision recommendations were provided by members with the expectation that the Finance Committee would make non-material edits to the document for later approval by the Board
    - i. Philosophy sub bullets under the debt repayment plan should be moved into the policy
    - ii. Modify sub bullets to fit policy viewpoint

- b. **A motion was made** by Karen Abell (representing the recommendation of the Finance Committee) to adopt the proposed Philosophy of Debt. The motion was seconded by Jim Guy Egbert. The motion passed by majority.
4. Review of internal controls will be conducted and presented at the May board meeting
5. Line of Credit (approx. \$475k) currently covering outstanding Phase II pledges with the majority of payments expected during Spring '19
6. Carol Jarvis has resigned from the Finance Committee. The committee will be looking to add a new member with a financial background
7. Draft of the 2019-2020 school year budget should be ready by mid-October
8. Committee heads should consider funding requirements which could have budgetary impacts

### **Master Planning – Jim Guy Egbert**

1. Committee met with RVK at the beginning of September to discuss an updated master plan
2. New draft of master plan expected in November
3. Phase II has been completed
4. Update on progress for land acquisition contracting
5. Discussion about land appraisal
6. Committee has provided guidance to the Finance Committee for fund allocations
7. Deal close for the land is expected on November 20<sup>th</sup>
8. Contractual obligations will be due 120 days for the buyer and 90 days for the seller after close of the transaction

### **Marketing/Development – Carrie Friesenhahn**

1. Libby Lunsford has stepped in wonderfully as the new Communications Director
2. GSB video series will be released soon and has received positive feedback during screenings
3. Alumni society website is growing and receiving positive feedback
4. Committee is building the criteria for a future professional development person
5. Marketing efforts are winding down and future focus will be on development
6. Development efforts will ramp up in the Spring
7. GSB Parent Survey will be a joint effort between CoT and Marketing Committees
8. Website launch was successful, and Libby will provide ongoing maintenance
9. Social Media efforts have been successfully launched
10. Parent Square has been successfully launched
11. Internal training sessions on the GSB Distinctives are almost complete

### **Capital Campaign – Steve Griffey**

1. Working to identify individuals to serve on the future version of the committee
2. The FOCUS Group has offered a reduced proposal for their consulting services from September 2018 to October 2019 for \$75k and a month-to-month contract

### **Generative – Dave Tippit**

1. First meeting of the committee will take place in October
2. Members thus far include Tonya Christal, Brad Ryden, Amy Metzger, Dirk Russell, Bryant Ambelang, Steve Drukker

**The Board entered into Executive Session at 8:21pm and returned to the ordinary meeting at 8:22pm. A motion was made** by Travis Vaught to approve the chairperson and members of the Financial Aid Committee. The motion was seconded by Karen Abell. The motion passed unanimously.

**MEETING CLOSE**

The next regular meeting of the GSB Board of Trustees will be held on Thursday, November 15<sup>th</sup>, 2018 at 6:00pm. The meeting will take place at the Geneva School of Boerne at 113 Cascade Cavern, Boerne, Texas 78015, in Mr. Dirk Russell’s classroom in the Rhetoric Building.

The meeting adjourned at 8:25pm, September 20<sup>th</sup>, 2018.

  
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Charles R. Garcia, Secretary

\_\_\_\_11/15/18\_\_\_\_  
Date

**TO GOD BE THE GLORY**