

# Geneva School of Boerne

113 Cascade Caverns Road, Boerne, TX 78015

## **Minutes of the Board of Trustees Meeting May 17<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 Cavern, Boerne, TX 78015, in Mr. Dirk Russell's classroom. The meeting was preceded by dinner and fellowship graciously provided by representatives of Texas Heritage Bank; Robert Valdez (CFO) and Garrett Wilson (Commercial Lender). The meeting was called to order on Thursday, May 17<sup>th</sup> at 6:58pm by the President. The Secretary was in attendance.

### **Attendees**

Board members Charlie Lunsford, Kevin Young, Jody Goodman, Karen Abell, Steve Griffey, Bret Wacker, Carrie Friesenhahn, Steve Drukker, Jim Guy Egbert, Dave Tippit, Tiffany Smith 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 emailed to members by the Head of School:
  - *April and May Head of School Reports*
  - *Draft of March meeting minutes*
  - *March 2018 Financial Summary*
  - *April 2018 Financial Summary*
  - *HOS Evaluation Process*
  - *HSEC May 2018 Report*
- No items were distributed to members during the meeting

**Opening Prayer** was offered by Steve Drukker

**Approval of Prior Meeting Minutes** – Steve Drukker moved to approve the prior Board Meeting Minutes (3/22/18) by the Secretary. Seconded by Bret Wacker. The motion carried unanimously.

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

1. 2018-2019 school enrollment is expected to be above 700 students
2. Administration expects to have four kindergarten classes next year
3. Kindergarten enrollment has lagged, possibly due to a misperception that the classes are full
4. GSB is expected to win the Henderson Cup
5. Brad reviewed summer activities and administration plans for the campus
6. GSB Benefit was a success
7. Logic building is expected to be completed after the start of school; by late-September or early-October
8. Brad provided an update on school personnel
9. The school is expecting to close the year's books with a surplus

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

1. Carrie addressed progress on the committee's strategic charges
2. Parentsquare will undergo a soft launch in June and accompanied by enhancements to RenWeb and a Twitter promotion
3. The CommonPlace ([www.gsbalumnsociety.com](http://www.gsbalumnsociety.com)) is active and all are encouraged to register
4. The school website will be rebranded and redesigned in August
5. Carrie presented draft copies of the new materials and walked the Board through the new brand manual
6. Libby Lunsford will serve as the centralized resource for the school's brand design

### **Master Planning Report – Charlie Lunsford**

1. Charlie reviewed the committee charges and updated the Board on progress

### **Committee on Trustees – Dave Tippet**

1. Summer Board activity dates are confirmed
2. The three proposed Board candidates were approved by the GSB Community
3. There was an increase in candidate voting participation

### **Admissions Committee – Brad Ryden**

1. The committee has been officially moved to a Head of School Committee
2. A Chairman will be assigned in the Fall
3. Director of Admissions position is expected to be filled in June

### **Finance Report – Karen Abell**

1. Karen reviewed the committee charges and provided updates to the Board
2. Syncing Finance Committee policies will be delayed as it contains elements of the larger Board of Director policy manual
3. A surplus is expected for the 2017-2018 school year
4. There are approximately \$500k in outstanding pledges
5. The line of credit is being accessed for Phase II construction developments due to outstanding pledges
6. Detail of outstanding pledges will be provided to the Finance Committee by Amy
7. An additional \$125k is expected to be spent in upcoming Phase II developments
8. Karen provided an update on the Promontory service
  - a. Kevin Young assisted with contract provisions and was able to negotiate favor for GSB
  - b. Signature and delivery of the Promontory contract is expected for 5/18/18

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

1. A feasibility study of the proposed land acquisition will be reviewed by the FOCUS Group
2. Contract negotiations are underway and expected to wrap up in either June or July for the 17 acres of land with an easement
3. Discussion was held about the land acquisition and future plans. The Board acknowledged two primary determinants:
  - a) GSB needs land for the school's future expansion
  - b) This 17 acres is the best option for GSB

4. Discussion was held about updating the Master Plan, conducting due diligence and considering financial options

Kevin Young led the Board in prayer over the land acquisition and wisdom for the Board.

#### **HSEC Committee – Jody Goodman**

1. Reported on metrics used for HOS evaluation, including surveys by board and faculty/staff. Discussed process improvement changes for next year.
2. Committee has HOS compensation recommendations for 2017-18 HOS bonus and 2018-2019 salary to be discussed in executive session.

**The Board entered into Executive Session at 9:54pm and returned to the ordinary meeting at 11:08pm. The Board voted to approve HOS compensation recommendations presented by HSEC committee (later amended by email board vote).**

#### **Meeting Close**

The meeting closed in prayer for specific prayer requests along with prayers for the GSB students/families, administration, faculty, staff, community and former students.

Board meetings are placed on hold for the Summer. Training for new board members will be conducted on July 14<sup>th</sup>. The Legacy Dinner will take place on July 19<sup>th</sup>. The Board Retreat will take place over August 23<sup>rd</sup> and 24<sup>th</sup> at the Tippit Family Lake House.

The meeting adjourned at 11:08pm  
Charles R. Garcia, Secretary

**TO GOD BE THE GLORY**