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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**  
**January 24<sup>th</sup>, 2019**

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 6:05pm** by the President. The Secretary was in attendance.

**ATTENDEES**

Board members Karen Abell, Tonya Christal, Jim Guy Egbert, Carrie Friesenhahn, Steve Griffey, Debbie Ledoux, Dave Tippit, Travis Vaught 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:

- *HOS January report*
- *GSB 2019 Case Statement*
- *Committee on Trustees Board Report*
- *Marketing Committee Report*
- *December 2018 Financial Report*
- *2018-2019 Board Agendas*
- *2018-2019 Committee Charges*
- *Draft minutes from the November Board meeting*

**Devotional – Debbie Ledoux**

Debbie led a devotional on the topic of embracing what is hard and counting it joy referencing James 1. She then led the Board in prayers for the GSB community.

**Approval of Prior Meeting Minutes** – A motion to approve the November Board Meeting Minutes with non-material edits was made by Jody Goodman and seconded by Karen Abell. The motion carried unanimously.

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

1. Mr. Ryden reviewed the HOS January Report
2. Open House was attended by the largest number ever; another planned for April
3. Admissions interviews are underway
4. The school announced this year's valedictorian and salutatorian
5. Discussion was held about tuition delinquencies
6. It is not believed that any GSB family incomes are directly impacted by the government shutdown
7. Probation numbers are currently higher than normal
8. Accreditation team has a site visit is planned
9. Six teacher academic awards were granted
10. Review of newly proposed Master Site Plan
11. GSB is nearing its daily water usage limit which could lead to necessary improvements to the wastewater system. Infrastructure work done in the past will support this effort
12. Fencing along the new land bordering Cavender will be installed within 90 days of Cavender's removal of the septic system
13. Review of the land Case Statement
14. Mr. Ryden recently presented the Master Plan proposal with parts of the community during school assemblies and received positive feedback
15. Discussion about Kindergarten enrollment took place
16. GSB will have a robotics club beginning after Spring Break
17. The school is attempting to track alumni college progress to develop endorsements of GSB education

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

1. Candidate conversations continue
2. The next step is the full CoT interview
3. Board meeting with candidates will occur in March meeting
4. Discussions about a parent survey have been moved to May
5. Policy manual review is underway but much larger than originally anticipated. Board review may occur over the summer
6. ISM Stability Marker tracking work will begin soon
7. Legacy dinner scheduled for June 6<sup>th</sup>
8. The Board can expect to receive an email about candidates in the last half of February

**The Board entered executive session at 7:27pm and returned to the regular meeting at 7:29pm.**

### **HSEC – Jody Goodman**

1. The committee was unable to meet during the prior cycle
2. Review of HSEC charges
  - a. Appellate function review is underway with completion expected for March meeting
  - b. HOS contract extension is being reviewed by HSEC
  - c. Working with Sherry Palermo to identify proper salary banding
  - d. Accreditation work begins at the end of January

- e. Mr. Ryden is working on a philosophy statement to describe the State of Competition at GSB; completion expected for May 2019
- f. Master Plan work is underway
- g. Fundraising groundwork is currently underway

### **Finance – Karen Abell**

1. Finance Committee meeting scheduled for 2/6/19
2. Financial report sent to the Board
3. Charges
  - a. Internal Controls research to be conducted by May
  - b. Feasibility of setting up an endowment through Cash Reserves will be considered
4. Recalculated Cash Reserves to Operating Budget ratio (ISM tracker) is currently 11.86%
5. A multi-year plan is in place to replenish Cash Reserves back above 15%
6. Cleanup of the Philosophy of Debt will be a 2019-2020 strategic charge for the Finance Committee

**The Board entered executive session at 7:46pm and returned to the regular meeting at 8:04pm.**

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

1. Committee met in December
2. Committee approved the master plan which was presented to the Board
3. Currently obtaining bids for the fencing project along the Cavender border
4. It will be necessary to make wastewater infrastructure improvements; possible installation of a lift station

Carrie Friesenhahn **made a motion** to approve the baseline Master Site Plan presented to the Board by the Master Planning Committee. The motion was seconded by Jody Goodman. Discussion was held. The motion carried unanimously.

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

1. Traffic on GSB social media pages has been increasing significantly
2. Working with admin and HR to deep dive on GSB's current employee training underway
3. HR recruiting efforts underway
4. "Portrait of a GSB Teacher/Coach" emphasis being added to video training being launched in the spring

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

1. Coordinating efforts with The FOCUS Group
2. Shelly Vaughn has recently attended The FOCUS Group's training
3. Case Statement prepared

### **Generative – Dave Tippit**

1. Committee work will be delivered to the Board during the May meeting

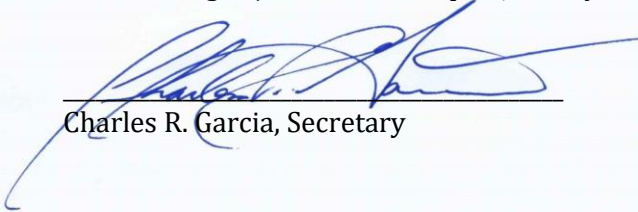
## **MEETING CLOSE**

Steve Griffey provided closing comments.

Dirk Russell led the Board in prayer.

The next regular meeting of the GSB Board of Trustees will be held on Thursday, March 21<sup>st</sup>, 2019 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 8:36pm, January 24<sup>th</sup>, 2019.



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Charles R. Garcia, Secretary

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Date

**TO GOD BE THE GLORY**