

San Juan del Sur Day School Transition Board
“CHANGE MOVES AT THE SPEED OF TRUST”
Transition Board Meeting #1
Meeting Minutes

Date: March 14th, 2022

Attendees: Julie Speier (SP), Tyler Tibbs (TT), Sarah Fahey (SF), Matt Gamache (MG), Ed Paget (EP)

GENERAL BUSINESS

1:00 - 1:10 introductions, Rules of Order

When is the next meeting: *Monday 21st 2022*

Board Roles

Chair - *Tyler Tibbs*

Vice Chair - *Julie Speier*

Secretary - *Shared position between Ed Paget and Matt Gamache*
Schedule

1. Budget for 2022/2023 School Year - REVIEW

- a. *TT proposed forming a budget committee within this group to review the current numbers and draft a provisional budget to be present to this committee and corporate trustees. JS and SF to produce a budget based on historical data for the elementary school, primary school and for auxiliary staff. TT and MG work on budget for middle school and proposed upper school. Discussion about the need to make decisions quickly due to possible staffing needs for next year and speed of interviews.*

Action: Draft complete by Friday 18th March.

2. Enrollment for 2022/2023 - REVIEW

- a. *SF - noted high rate of new enrollment inquiries and many applications in process for fall 2022*
JS - noted steady growth of 25% each year, after attrition

3. Tuition Table for 2022/2023 School Year - DISCUSS

- a. *JS and SF noted pending a budget review there will most likely need to be an increase in tuition fees. There was a 3 year freeze on fees until fall 2021. The board discussed a high level overview of projections for paying salaries, scholarship and sponsored students. No decisions until the draft budgets are available.*

4. Long Range Plan for Cogna - DISCUSS

Must be submitted to Cogia by April 1, 2022

JS noted *the school is on track according to the timeline set out by Cogna in May*

2020. The school has the grace of one extension during the process which it hasn't needed. The board agreed to continue with the process and the timeline above.