**RIDGEWOOD SCHOOL ASSOCIATION**

**Board Meeting**

**September 15, 2022**

The meeting was called to order at 6:32 p.m. by President Adam Russell.

**Present:** Corwin Georges, Adam Russell, Bill Brougher, Marta Wojcik, Jeanne Lampe, Humera Umerani, Heather Cunningham Afshan Syed, Scott Thacker, Aliya Ranginwala (Head of School)

**Absent:** Tariq Rizvi, Rob Young, Margaret Roark, Melinda Reardon

President, Adam Russell called the meeting to order at 6:33 p.m., and asked if there were any conflicts of interest with the agenda. None were reported.

The August minutes were approved as sent.

***Motion to approve made by Bill Brougher and seconded by Corwin Georges, motion carried.***

**Finance:** No finance committee members were present at the meeting and no financial report was submitted, but the Form 990 will be sent to the board members by email for approval in October. Jeanne Lampe came in today to help clean up some of the accounts in Quickbooks, and is coming back tomorrow to work with our accountant.

**Development/Alumni Relations:**  Afshan Syed stated there was no development meeting this month. She reported the Alumni Dinner is scheduled for next Saturday, September 24th; please turn in your bottles of wine or money to Corwin. We are still working on a brochure for planned giving. The open position for Director of Development has been posted of several job sites. Corwin requested that if you haven’t already RSVP’d for the Alumni Dinner please do so, and bring a friend.

Scott Thacker is working with Scott Krizner, a consultant, on a presentation about legacy, or planned, giving (about 80% complete in content and 50% complete on presentation). He reported we should have a brochure we can share in a couple of weeks. The plan is to first send out Ridgewood Fund brochure, then the general legacy giving brochure. Our goal is to educate people on how to give, and help them understand their options for giving.

**Head of School Report:** Head of School, Aliya Ranginwala sent out her report in advance. She gave a tour yesterday for a potential 4th grader who is being adopted. She also reported we had a tour today for a preschooler starting in January. The event “Coffee with the Head of School” had 1 parent attend. Due to the increased enrollment we had two Pastries for Parents events this year, one for grades PreK through 2nd, and one for grades 3rd through 8th. The Student Council has been invited to be recognized at a food bank sponsored breakfast. Mr. Metzger will be taking the 8th graders. Eric Lindblade’s son will be coming to Ridgewood to do a presentation on Gettingsburg to the upper level history classes. Also, Pendleton’s have agreed to do the hay ride at the upcoming Fall Fest.

**Facilities:** Aliya reported we are waiting on the company to complete the kitchen hood cleaning, which is scheduled for next Tuesday. She also noted the preschool is back on the state inspection schedule; we are in compliance with all inspections.

**Governance:**  The Governance committee reported they are on schedule.

**Old Business:** None.

**New Business:** Provided is a graph of the last six years of development income. We recently transferred $150K from our operating account into the Academic Excellence fund (not restricted). The Capital fund has approximately $227K remaining. The Facilities fund contains approximately $333K.

With our plans for staff salaries and EdChoice volatility we need about $5M in the Ridgewood Forever and the Academic Excellence (currently at $1.7M) funds to provide sufficient roll off income, which is roughly 5%. This amount is based upon discussions concerning the expected future salaries, and the current and projected number of EdChoice students. The original goals were set in an effort to help offset the fluctuations in fund raising income. Aliya stated she will clarify the interest on the capital account. During a discussion regarding the endowments it was suggested we need the details of each of the endowments, what is their purpose, and what should be their goal. Possibly we could take the restricted account and grow it into a capital campaign to help with operating expenses. We need to work on income and endowment continuity for the future independent of who in on the board. The excellence theme embodies what the school is about and we could model a capital campaign around preserving the academic excellence of the school. We should allow some restrictions with donations, i.e. scholarships. It was also stated that we need to start developing fundraising goals as we are in the process of hiring a new Director of Development. It was agreed that we need to challenge ourselves to do what is in the Strategic Plan. Do we need to make personal calls to parents regarding donating to the Ridgewood Fund? This could be one of each board member’s personal goals. We could have an exercise to come up with ideas on how the board members can help support the school, and contribute to the Strategic Plan. Marta will send out the twenty ideas she developed with Scott Krizner, and each board member can add ideas to develop a comprehensive list. Each board member should over the next two months come up with three ideas on how personally they can help. Next was a discussion about the requirements for the next Director of Development. Ideally someone who has connections in the community.

***A motion to adjourn the meeting was made by Bill Brougher and seconded by Corwin Georges.***

**The meeting was adjourned at 8:00 p.m.**

Respectively Submitted,

Christine Reynolds