



BOARD MEETING MINUTES

January 26, 2015

This Board meeting took place at 7:00 PM at Empire Grade

*“The healthy social life is found
When in the mirror of each human soul,
The whole community finds its reflection,
And when, in the community,
The strength of each one is living.”*

Attendees: Samuel Couder, Ximena Sierra, Lara Triona, Mark Briscoe, Margaret Rosas, Scott Olmsted, Richard Corbal

Guests: Peter Cook (Finance & PreK Committees), Katie Monsen (K parent) Elizabeth Benz (K parent & works in Treasure Tree), Joan Agostinelli & Amy Kopald

7:00 - Welcome & Verse (3 min) – All

7:03 - Minutes approval (2 min) – All

Nov & Dec board meetings unanimously approved (7-0)

7:05 - New Board Members Introductions (10 min) – All

Margaret Rosas (fills Parent-Trustee vacancy that ends March 2013): 2nd grader & 8th grader, works for Looker a technical question

Mark Briscoe (At-Large Trustee vacancy that ends March 2013): 2nd grader & 6th grader, previously on the board for 3 ½ years and finished term in 2013.

Visitor Larry Favor (open to an At-Large position, but not interested in leadership on board)

Visitor Peter Cook (on PreK Special Board Committee and Finance Committee)

7:15 - Administration report (25 min) – Deborah

See emailed MGMT Report in Appendix A. Additional discussion about report included below.

Because Treasurer put a hold on hiring without explicit his approval, openings filled by volunteers: after care have volunteers, Joan's assistance likely filed by apprentice/volunteer.

Class (1st grade, 4th grade, 6th grade, garden) 10-12 applications received; teacher intent will occur on 1/28.

Questions about start date for fall of 2015: MT request feedback before Monday.

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Request Board outreach for Annual Giving

Summer program by the school: Edisione &/or faculty.

Action Item: Give Mark copy of legal document related to the independent contractor agreement

7:30 – Annual Giving Campaign (5 min) – Kiersten

So far only have received 50% of the annual gift amount as last year; only 60% of families participated.

PA has really taken up the effort and work in this! Empowering people to talk about the fact that full tuition is \$2,700 short of the costs of this school.

Phone calls are helpful, parents to reach out to, BoT reach out to organizations, alumni, and other people. 100% is so very important.

Old Database, Greater Giving (last 2 years & current parents in there), Alumni, Grandparents

7:45 - Site Committee update (15 min) – Richard

Parking lot faculty feedback: preferred to wait until the drawings are done (finished soon and then to Board).

Barrier fence: 1 of 2 plants receive & Lydia transplanting other.

Spring garden fundraiser planning is ongoing & will be discussed at future site committee.

Trying to move auction from Fall to Spring & other changes.

Site committee goals:

1. project proposal submission form & process/communication forms: completed and DL will distribute
2. Streamline communication & working process with MT (helped w/ DL attending Site mtg)
3. Living project priority list: Paperwork driven with forms created & reviewed during Site mtg (google doc too).
4. Process for fund-a-need and/or fund-a-dream ideas
5. Reviewing site reports (EIR) important but low priority
6. Retreat for Site with Board; perhaps as a breakout format.
7. Eighth grade gift (site reached out to Faculty aesthetic committee–Scott, Amy & Kerry)
8. Green certified business: need someone to take it up if find a volunteer willing to take it up.

8:00 – Pre-School recommendation – (60 min) – Lara

See full MGMT Report in Appendix B. Additional discussion about report included below.

Report Q&A

Licensing: Have 15 days to file for a license. Can have director unnamed, but will slow down the licensing process. Preschool needs to be clearly separated (possibly separate yet affiliated organization). Contacts both with the state analyst at the Department of Social Services (in

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San Jose) who accepts and processes license and the county office of education child care resource center, which supports child care access in the county. Alternatives to Licensing that were considered by Preschool Committee are in the report (see Appendix B)

Interim Director Hiring: Require ECE license and Waldorf trained preferred. ECE teaching permits requires a minimum of 6 units (can be completed at Cabrillo) to get to assistant level; 60 units required for the higher level with practicum work. Current staff has Waldorf certification and training. Might be possible Rudolf Steiner College credits are accepted by state as ECE credits. 10 days to find out who will hire and then put in the application; Tonight decide how we are going to pursue preschool education at SCWS.

Information from Mountain View Waldorf School – during the licensing process they were able to keep the same teacher, but by the end of 90 days the licensed teacher had to be on board.

Enrollment & Budget: 13 children for 3 days per week (days limit intended to meet the requirement for license-exempt). Support current enrollment or build into something sustainable in long-term? Recommended off-site efforts recommended by the special committee to provide enough revenue to justify costs of running the program.

Risks of not applying: Fine for not filing is \$200 per day and also could not file an application for an additional year.

Motion

Discussed possibility of breaking up into parts and clarified that this motion gives the hiring committee the ability to move forward. Motion was made by Lara Triona, seconded by Samuel Couder and approved (6-0, 1 trustee abstained).

9:00 - Closing

Appendix A: emailed Management Team Report

Appendix B: PreK Committee Report

Process for requesting items on Board Agenda

In order to ensure that we use our time well and people are prepared, please follow the following process for requesting items to be added to a Board Agenda:

1. Send in suggestion to all board members prior to the EC meeting scheduled 2 weeks before board meetings
2. Provide description of the proposed topic and why the boards needs to discuss it
3. List what action is expected of the board and associated time frame
4. Ensure that suggested topic has been discussed by any affected Committee or other school group prior to bringing it to the board

Ground Rules for Effective Meetings

1. Time will be kept and agenda followed
2. Start on time and end on time or earlier
3. Have all needed participants present
4. Read relevant documents and come prepared
5. The chair person will call on individual prior to speaking
6. Voice any disagreement, silence is agreement
7. Disagree in private; unite in public
8. No side conversations
9. Listen carefully to all respectfully and respond thoughtfully
10. Challenge ideas, not people
11. Different opinions are welcome
12. Welcome and encourage challenging ideas
13. In the event of disagreement or off topic discussion, the chair of the meeting may intervene to postpone the issue.
14. No cell phones or e-mail during the meeting, unless it is expected that you might be needed for an urgent matter – then in silent mode and taken outside
15. Follow through on action plans
16. Support the group outside the group

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Management Team Report (sent via email on 1/26/2015)

1. Sunset Richter is being removed from the Preschool committee to focus on her position as Faculty Chair.
2. We've done a complete review of our AC program and have identified two slots that need filling, T/TH 2-4.
3. We're also doing a review of Joan's class assistant requirements.
4. We've had several applications for the class openings and we're following up.
5. We're working on next year's calendar, but the Sept start date is pretty late... Sept 9th.
6. Annual Giving is low, but even more importantly, our 100% participation component is directly related to us getting grants. Please BOT do more outreach this week.
7. Edisione has expressed interest in doing a spring and summer break program and we're reviewing these proposals.
8. We have invited all faculty to do a summer program.
9. We cancelled Jan Morning in the Kindergarten, but Feb is looking very good.
10. Earth Day preparations are under way and we ask the BOT to come to the booth. April 18th.

Two Confidential items related to specific family and 2015-2016 Budget.

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**Santa Cruz Waldorf School PreK Special Committee Report
1/26/2015 Board Meeting 7-9pm in Eurhythmmy Room**

Chair: Lara Triona, Board Secretary

Samuel Couder, Board President*

Margaret Rosas, Board Trustee

Richard Corbel, Board Trustee & K Faculty*

Sunset Richter, Faculty Chair on Management Team

Kiersten Elzy-Loving, Development Director

Peter Cook, Waldorf Alumni & K parent

Finalized with passed resolution (including revisions) and vote result.

On January 8th, 2015 the Santa Cruz Waldorf School received a visit from the State of California at which time we learned that our mixed-aged kindergarten program was not compliant with the state's current regulation. Mixed-aged K programs are common in Waldorf education and were previously not regulated by the state. We have found that many other Waldorf Schools and Programs have been recently been asked to make changes.

In the state of California, children younger than 4 years and 9 months cannot attend Kindergarten and instead fall under the regulation of pre-school. Today the SCWS does not have a pre-school license or certified Site Supervisor / Director.

The analyst confirmed that our Parent-Tot Program complies with state regulations as a licensed-exempt program because it is an Adult Ed program where parents are with the children.

Santa Cruz Waldorf School's Priorities:

- Compliance with state regulations
- Continuity for the children and our families
- Support of our faculty
- Financial health of the school

As the Board of Trustees communicated previously, following the initial site visit, we changed the class configurations and after care based on children's ages as a first step to being compliant. The board and faculty have been doing research on what other schools have done and what our options are in the short and long term.

The PreK Special Board Committee met on Tues 1/20 and was briefed on the current situation and considered the following options. (Note: members with * were not at meeting.)

1. Pre-School License in the Rosebud PreK room (maximum 12 based on state's classroom size regulations)
2. Pre-School License at an off-campus location for full-days of child care (square footage that allows for minimum of 24)
3. Early Childhood Program with licenses both for on-campus and off-campus

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4. Co-Op Program (parents enroll in a SCWS Adult Ed class and trade off caregiving of all the children equally so program qualifies as license-exempt, but must follow several restrictions);; a related suggestion since the meeting is for a license-exempt: Parent and Me Movement Class
5. Only enroll children in SCWS who are 4yrs 9mths

The PreK Special Committee recommendation at this time is for the SCWS Board of Trustees to apply for a Pre-School license independent of our K-8 School to be located in the Rosebud Room and to pursue develop an off-site program that can serve more children's needs. This recommendation includes:

- Hiring a licensed Director/Teacher
- Building a fenced play-yard in the front of the Rosebud room and install a new door
- Reviewing our program offering and create a 3-5 year business plan
- Develop a plan for an off-campus location for a full-day early childhood program
- Make other facilities adjustments as required for licensing

Proposed Motion

Establish a hiring committee chaired by Samuel Couder with Richard Corbal, Lara Triona, and if possible another community member. This committee will follow standard hiring procedures to hire an interim early child director (can be part-time) as quickly as possible who is expected to obtain a license for the Rosebud PreK Program within the state's allotted 90 day time frame and hire a qualified teacher if that person will not play both roles.

The newly hired Director would also be expected to create a business plan to be presented to the board to add an off-site location over the summer. Business Plan should also include the schedule for future of Rosebud, and possible after care options for children under 4 years 9 months as well and include plans for how Parent-Tot Program fits into the schedule of early childhood offerings. The Interim Early Child Director will report to the Santa Cruz Waldorf School Association Board of Trustees. Lara Triona as the chair of the Special Board PreK Committee is authorized to submit a preschool application to the state preschool licensing agency on behalf of the Santa Cruz Waldorf School Association Board of Trustees by February 5th, 2015. This authority allows Lara Triona to apply for and submit and receive all documents pertaining to the Rosebud PreK Program located at 2190 Empire Grade (classroom 1), Santa Cruz, CA 95060. She will be authorized to receive any licensing documents on behalf of the board, including reports of inspections and consultations, accusations and civil administrative process.

Motion was made by Lara, seconded by Samuel and Passed with 6 with 1 trustee abstaining.