



BOARD MEETING MINUTES

March 25, 2015

This Board meeting took place at 7:00 PM in Eurythmy Room

*“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.”*

Regular Attendees: Mark Briscoe, Lara Triona, Scott Olmsted, Jodi Casey, Christopher Sblendorio, Krista Cook, Margaret Rosas, Ana Elizabeth, Deborah Lindsay, Kiersten Elzy-Loving
Unavailable: Richard Corbal

Guests: Samuel Couder, Shandra Handley

7:00 - Welcome & Verse (3 min) – All

7:03 - Minutes approval (2 min) – All

Scott motioned for approval of January board meeting minutes, Mark seconded and unanimously approved (7-0).

7:05 – At-Large Trustee Elections (10 min) - All

Ana Elizabeth expressed interest in being an at-large trustee: 4 adult children when here at some point and one daughter PreK through High school. Very influenced by and focused on Waldorf approaches. Previously served on the board when as a parent, worked at the high school. Has some time to give back. Experience with development and marketing including social marketing work for 418 Project. Brings: community connections, fiscal and schools historical knowledge.

Mark motioned, Margaret seconded, and unanimously approved as an at large trustee (7-0).

7:15 – Board Structure and Committees / Discuss Open Positions (20 min) – All

Each trustee commented briefly about their interest and goals on the board to understand how the various board roles can be best matched with what each person brings to the board.

Lara: Seen a lot of growth in the board over the past two years and interested in continuing this work as secretary and as chair of the preschool committee.

Mark: Interest in systems and continuity. Becomes a governing board and not an operating board. Create roles and structures that are defined and clear.

SCWS Board Meeting 3/25/2015 MINUTES (final)

Margaret: Areas of improvement—Trust, Transparency, and Traditions. Like to look at chaos and create structure and feel the governance chair is a good place for that.

Jodi: 5th board of school or anthroposophy organization. Interested in governance. Studied administration at Sunnybrook. Likes to work collaborative and good at setting process. Loves to teach and do not want board work to get in way.

Christopher: large background of Waldorf education; Great Barrington Board, College of Teachers chair and Faculty chair. As a new person on this board plans to start primarily by observing.

Scott: Terming out of Trustee role in June and is willing to continue on Governance and Site committees even as non-trustee until not needed.

Ana: Interested in the development committee especially because of the upcoming 40th anniversary.

Krista: interested in the Treasurer position. Son just started in the K class and her daughter will be coming once older. Familiar with Waldorf through husband Peter, an SF Waldorf alumni & her mother-in-law, a long-time Waldorf teacher. Very organized; company book-keeper & does all finances.

7:35 – Board Officer Election (10 min) – All

Motion: Lara nominated Mark Briscoe as the President, seconded by Christopher. Approved (8-0).

Mark wants to be clear about his limits in commitment and time. Kids need to be main priority on nights he has them and his work obligations can be consuming. Interested in serving as a touchstone and facilitating meetings. Focused on moving away from crisis management; Emphasis on consensus. Unanimously approved as president (8-0).

- Vice president and Management Team requirements were discussed. Bylaws require the Vice President has Waldorf training and is qualified as a class teacher, but they do not have to be on the current faculty. Current organization of the school administration has the Vice President also serve on the weekly management team meetings, but this is possible to change.

Motion: Mark nominated Scott as Vice President, Ana seconded, and unanimously approved (8-0). . Deborah requested the Vice President continues to serve on the management team & Scott agreed.

Action Item May Board Meeting: Vice President role reviewed & discussed.

Motion: Margaret nominated Lara Triona as the Secretary, Mark seconded, and approved (8-0).

Motion: Margaret nominated Krista Cook as Treasurer, Lara seconded, and approved (8-0)

7:50 – Committee Chair Elections – (10 min) – All

The Charters specify the Chairs of the Executive and Finance Committees as the President and Treasurer, respectively. The other chairs are elected by the board.

Motion: Lara nominated Margaret as Governance Committee Chair, seconded, and approved (8-0).

Ana, while not interested in being Development Chair, was willing to lead an effort to find a Development committee chair over the next 2 months. Kiersten agreed to help Ana with that.

Action Item: Update on Development chair recruitment at April board.

Preschool Committee approved for Lara to continue as its chair (8-0).

Action Item: All committee chairs—Progress report back on Committee Goals (Short-term & long term) and Schedule for Regular Meetings.

SCWS Board Meeting 3/25/2015 MINUTES (final)

Action Item: Distribute communications tree with preferred email & phones.

8:00 – Honor Samuel for 6 years of Board Service – (15 min) – All

Samuel was thanked for his extensive efforts on the board over the past 6 years including the past 4 as President of the Board.

8:15 – Management Team Report – (15 min) – Deborah

See full report in Appendix A.

Began with Shaundra speaking about her request. Mark said need to be no decision right now.

Shaundra: Confirm the 60 days from written notice on March 23, 15.

Action Item: Make a decision by Friday April 17th; inform Deborah & she will contact.

Q: about tuition insurance. We do not have that. Imo

Action Item: Drawing at April BoT: Faculty, PA, BoT president present for it.

Action Item: EC will discuss the adjacent property we previously sublet at the April meeting.

Action Item: Photos at the April meeting and bios submitted before that meeting
Deadline for publication into the eNews.

Tech committee prioritizing the servers.

Action Item: mail out the Annual Report with a letter from new Board President.

Action Item: add Annual Meeting Reporting planning to Board calendar for Dec/Jan.

New hires being finalized:

- Cristina McCutchen as Garden Teacher
- Caitlin Stratton as 6th grade teacher
- Esther Centers as 4th grade teacher
- Offered to 1st grade teacher but has not accepted yet

Camps as a school run function covered via our insurance.

Accreditation in 2016: College of Teachers, Governance, and Management Team.

Action Item: finance committee & Deborah

Action Item: Discuss crowd-funding policy at April EC.

9:10 – Preschool Report (15 min) – Lara/Aaryn

Door repair & Fence in place

Action Item: Lara will send an email to EC about the Tuition Assistance option.

Action Item: April BoT Approve programming & Tuition

Action Item: In response to a question how to make progress between meetings, Mark proposes a bimonthly board email about agreements.

Resolution Vote: Lara motions for Proposed Resolution as stated in the Preschool Report. Mark seconds, unanimously approved (8-0).

SCWS Board Meeting 3/25/2015 MINUTES (final)

9:20pm – Closed Session about Personnel (10 min) – Board Only

Cancelled

9:20 - Closing

Appendix A: Management Team Report

Appendix B: Preschool 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

SCWS Board Meeting 3/25/2015 MINUTES (final)

**Board Meeting
March 18th, 2015**

Director of Operations Report

Enrollment

School Total: Enrolled 142

Re-enrollment is under way...

All the agreements were rewritten and updated.

Deadline April 8th.

Financial Adjustment requests by April 19th.

Our events are doing well...

11 in MINK this past weekend

Lots of outreach for Kim John Paine

Robin and I are heading out to the community at large this week to make intros

Operations

Rental – Check received by Mrs. Kraus,

We're working to remove some green waste on the property

Emergency Planning Committee - Cristina McCutchen, David Spencer, Alicia Benoit, Kenna Lindsay, Allen Hankla and me.

Reached out to local authorities, school district, and other Waldorf Schools

Building the Emergency Response team and comprehensive plan

Signing up for Google Apps for Schools

New computer in Store,

Updated software of inventory management,

New staff; Crystal and Suezanne had their babies

Two new computers in accounting

Prepping for new accounting server.

New website: launching today... URL is SantaCruzWaldorf.org

Enews changing to Tuesdays to capture more viewers

Formed an IT committee – Ed Landau, Eli Triona, Margaret Rosas, Allen Hankla, Alicia Benoit and me.

Budget

SCWS Board Meeting 3/25/2015 MINUTES (final)

Numbers for the Auction were misstated... Auction: \$41,522, FundADream: \$27,350=
Net after expenses: \$51,333 Corrected in Friday's eNews
Phone service is outrageously expensive.. looking to correct.

Personnel

Hiring ... We have made an offer to a 1st Grade teacher, not yet accepted
Garden teacher and it's been accepted.
6th Grade teacher and it's been accepted.
Just finalizing 4th grade teacher offer
Starting staff evaluations

Curriculum/Program Developments

Aftercare is better, coverage is better.
They have a new gal starting this week,
Camps – Edisione pulled her camps program, not clear why
Dexter's underway and Anne Cleveland's as well
2015-16 Calendar is being built

Mgt team/ Board Development

Working on Waivers for events and camps
WASC 2 day mid cycle visit next year... I need assistance with this.
"Ask Me Anything" mornings after the break... Tuesdays during coffee time
Working on the new TA committee - I will report back next month.

Legal

Joined HR California - now have an annual membership
Access to free HR legal assistance

Looking at set vacation and sick policies, none in our employee handbooks

Looking for a policy on Crowd-funding for tuition

Preschool Committee Report for March Board Meeting

Aaryn Lowerre

Personnel status

Right now we have two personnel: Myself as Director and Lead Teacher and Kendra as the Assistant Teacher.

Communications (with analysts, community, etc.)

On March 10th Darryl emailed to request information about Aaryn attending the orientation and the need for additional application documents including the need for proof of the fenced outdoor space.

Aaryn's response is included at the end of this report

On March 15, a PreK parent contacted some of the board trustees and administration employees of community to request more communication about the process then have been given and feel that communications that have been out have focused too much on the positive of the situation and therefore do not feel authentic to their experience.

Deborah and Kiersten met personally with this parent & Deborah has been calling all the PreK families to listen to their concerns and clarify that Aaryn as the teacher-director is the best person to handle their concerns.

Licensing Application (status & plan)

I recently sent the following to Darryl Liu with a few attachments, including a certificate stating that I completed the Application Orientation, CPR training and the Statement Acknowledging Requirement to Report Child Abuse document.

Within the next 1-2 weeks, I will submit to Darryl Liu, the State Rep:

- LIC 404 Financial Information Release
- LIC 610 Emergency Disaster Plan
- LIC 9148 Earthquake Preparedness Checklist
- LIC 500 Personnel Report
- LIC 503 Health Screening Report
- LIC 508 Criminal Record Statement
- A Sample Menu for 1 week
- Lists and Amounts of Furniture & Play Equipment

I am still working on the following and will submit by April 24th:

- LIC 401 Monthly Operation Statement
- LIC 403 Balance Sheet
- Parent/Employee Handbooks

*At that point I should have everything submitted to review the complete application.

Budget (prior month income & expenses and projected for current fiscal year, status of next year's budget)

Currently I am working to stay right within budget with what is left over for the year. As far as the budget goes for 2014-2015, here are some tentative numbers from Liz:

Pre-K Revenues:	\$114,326
Pre-K Supplies Exp:	allowable budget is \$65/student (65 * 12 = \$780)
Pre-K Food:	\$ 1,250
Pre-K Teacher:	\$ 44,720
Pre-K Assistant:	\$ 13,500 \$18,500 to \$19,000
PreK Yard	\$ 6,000 (up to \$10,000)
Expenses	\$ 70,000

Site Planning

Cristina McCutcheon created a site drawing and reviewed it with Larry Favor while walking the site. Consensus that:

1. Tight time frame of this job means it is better to hire an expert for fencing and digging sandbox (who is friendly and therefore willing to work within our tight budget) than to do as a community project.
2. Planting and other landscape work would be better as something community can help with.
3. Deborah confirmed that school's insurance has liability for contractors on site.
4. Aaryn has contacted 4 unaffiliated contractors, 2 of which walked the site licensed general contractor about doing the PreK yard projects from March 28-April 7th.

Long-term Planning Process

Initial Proposal for the on campus PreK Tuition

	2015-2016		2014-2015
	PROPOSED 2day & 4day program 12 kids	3.25% increase of 15-16	Mostly 3day kids
2-day	\$3,480 (18-20 kids; 3-4 years old **specific days not until July 1st)	\$4,750	\$4,600
3-day	\$5,220	\$6,280	\$6,080
4-day	\$6960 (2-4 kids, 4+ years)	\$7,850	???
Supplies Fee	\$500	\$500	n/a
Non-Refundable Deposit (reduces monthly tuition)	\$500	\$500	n/a
Registration Fee	n/a	n/a	\$720
TOTAL INCOME (75%-100% enrollment)	\$66,240- \$88,320	\$75,150- \$100,200	\$114,326
Tuition Assistance	No Tuition assistance.	???	About 30% Tuition assistance.
K 5-day	\$8660 + \$1200 = \$9,860		\$8,348 + \$1200 = \$9,548

Decrease in probably related to the removal of the aftercare for PreK children who are under 4yr 9mths.

Aaryn plans for 2015-2016 Parent-Tot to be on FRIDAYS & SAT (means hiring & training an additional Parent-Tot teacher).

Proposed Resolutions

Aaryn Lowerre, as the interim director of the preschool at the Santa Cruz Waldorf School Association, is authorized to submit the state's application agency on behalf of the board of trustees and to apply for, submit and receive all documents pertaining to the Rosebud PreK Program located at 2190 Empire Grade classroom 1, Santa Cruz, CA 95060. As the administrator of this facility, Aaryn Lowerre is authorized to receive any documents on behalf of the board including reports of inspections and consultations, accusations and civil and administrative process.

Application for Santa Cruz Wardolf Preschool

Aaryn Lowerre <blueelectricnight@hotmail.com>

Thu, Mar 12, 2015 at
3:34 PM

To: "Liu, Darryl@DSS" <darryl.liu@dss.ca.gov>, Lara Triona <ltriona@gmail.com>

Dear Darryl,

Thank you for reaching out. I have been working hard to finish the rest of the application materials as the teacher-director for the program. I am meeting weekly with a board committee that is supporting me in this work. Lara Triona is the chair of that committee and we have several other volunteers with different types of expertise including landscape architecture, directing a preschool, and early childhood education.

Within the next 1-2 weeks, I will have for you the:

- LIC 404 Financial Information Release
- LIC 610 Emergency Disaster Plan
- LIC 9148 Earthquake Preparedness Checklist
- LIC 500 Personnel Report
- LIC 503 Health Screening Report
- LIC 508 Criminal Record Statement
- A Sample Menu for 1 week
- Lists and Amounts of Furniture & Play Equipment

Most everything else I will submit to you by April 24th:

- LIC 401 Monthly Operation Statement
- LIC 403 Balance Sheet
- Parent/Employee Handbooks

*At that point you should have everything you need to review the complete application.

I did complete the orientation on March 4, 2015, but it was online instead of in person. I ended up having a conflict with the in-person orientation on March 4th. See my attached certificate of completion.

Lara thought that you said only the director needed to complete the orientation. If it is required for the applicant as well, can we amend the application with a new board motion, that designates me as both the director and the applicant?

With regard to the fenced outdoor space, we have a beautiful fenced play-yard designed for the preschool's exclusive use and I will send you the updated facility sketch soon. We are currently implementing this project plan and will have all work finished by April 17th.

Also for the Child Abuse Index Check Clearance- last July I took a course about being a mandated child abuse reporter do you need something in writing that states that I have indeed taken this course aside from the LIC 9108? And Please find attached:

- Application Orientation certificate
- 15 hour Health Safety Training certificate
- LIC 9108

Best Regards,
Aaryn

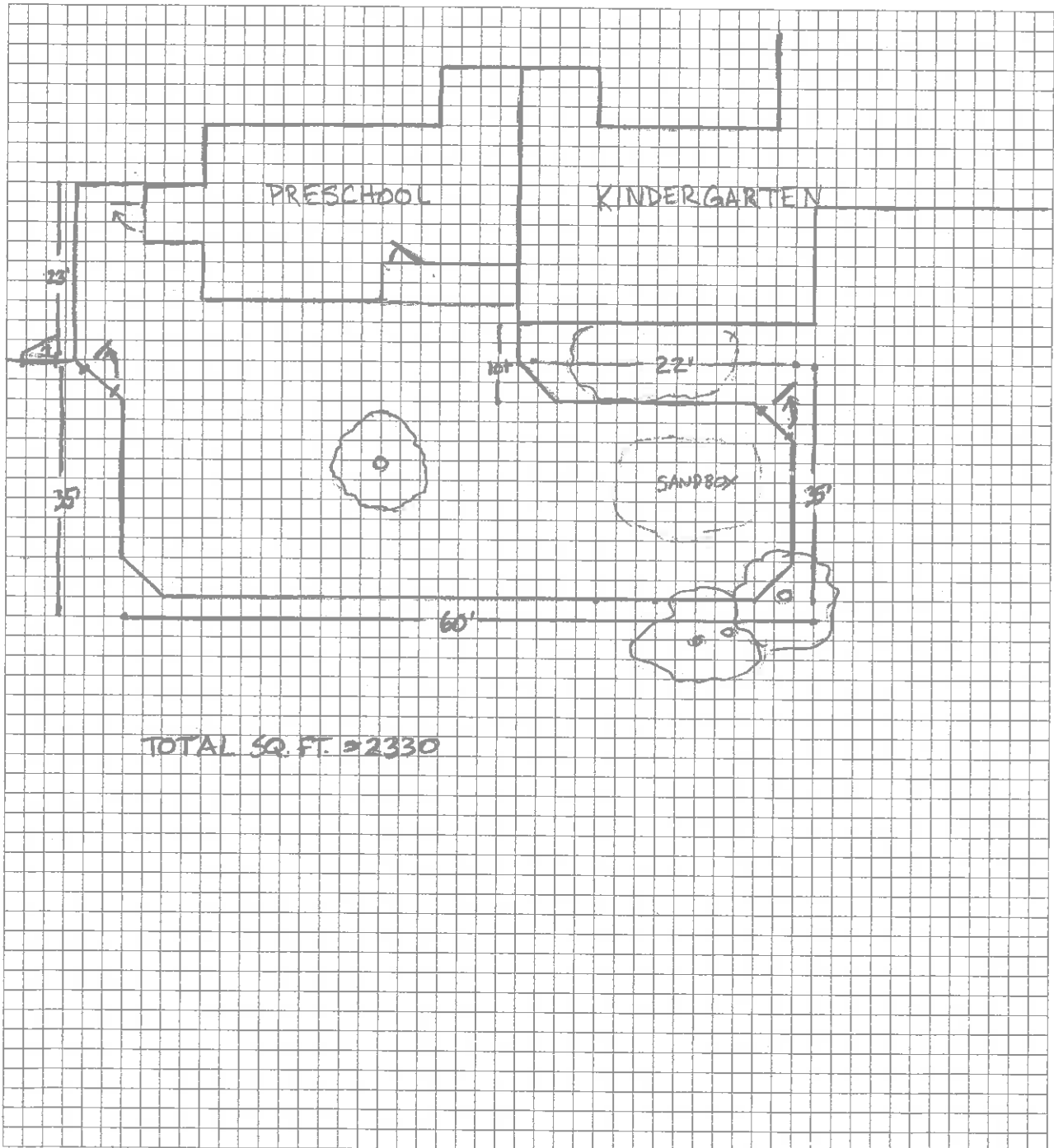
FACILITY SKETCH (Yard)

The yard sketch should show all buildings in the yard including the home (with no detail), garage and storage building. Include walks, driveways, play area, fences, gates. Show any potential hazardous area such as pools, garbage storage, animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.

FACILITY NAME:

SANTA CRUZ WALDORF SCHOOL

ADDRESS:



FACILITY SKETCH (Floor Plan)

Applicants are required to provide a sketch of the floor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, bath, living room, etc. Circle the names of the rooms that will be used by staff/residents/clients/children. Door and window exits from the rooms must be shown in case of an emergency (see Emergency Disaster Plan). Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.

FACILITY NAME:

SANTA CRUZ WALDORF SCHOOL

ADDRESS:

