



## BOARD MEETING AGENDA

May 13, 2015

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**This Board meeting took place at 7:00 PM at 113 Cooper St, 2<sup>nd</sup> floor.**

*“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: Mark Briscoe, Scott Olmstead, Lara Triona, Krista Cook, Ana Elizabeth, Jodi Casey, Christopher Sblendario, Margaret Rosas, Deborah Lindsay, Aaryn Lowerre, Alexandra Woods  
(Expected absences: Richard Corbel, Kiersten Elzy-Loving)

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### **7:00 – Welcome & Verse (3 min) – All**

### **7:03 – Board & Committee Minutes approval (2 min) – All**

Motion to approve April minutes made by Scott, 2<sup>nd</sup> by Margaret. Unanimously approved (8-0)

### **7:05 – Preschool Report (10 min) – Aaryn**

Update on application submission. (Postpone discussion of off-site until after summer.)

Site plan of the entire school with Preschool identified.

Fingerprinting for Aaryn, Kendra, & Alicia (or another office person)

More outdoor play equipment including a sandbox & outdoor platform.

2 mats for napping. Sick bathroom as 3<sup>rd</sup> grade.

Admissions agreement on physical paper (or do wavier).

30 days to do the additional changes.

**FUTURE BOT AGENDA ITEM:** 5 minute update at the June BoT meeting.

### **7:05 – Management Team Report – (30 min) – Deborah**

Extended Report about 2015-2016 calendars.

See full report in Appendix A. *Additional discussion about report included below.*

Q&A

How many signed up for next year?

Plan for reaching out to current families who have not re-enrolled.

Important to communicate Waldorf philosophy.

## SCWS Board Meeting 5/13/2015 MINUTES (final)

EC June Agenda item: Suggestion of an Enrollment committee of parents willing to join events.

Tuition Assistance committee is President, VP, Treasurer, & outside committee member.

**FUTURE BOT AGENDA ITEM:** Dec 2016. Discuss about ideas to improve enrollment incentives.

**ACTION ITEM:** Board members get your picture taken by Alicia & send Deborah bio.

**ACTION ITEM:** send board proposed meeting days.

### **7:50—Development Report (30 min) – Ana**

Update on forming of the committee, nomination of a chair, and initial discussion about 40<sup>th</sup> anniversary celebrations in 2015-2016.

Meeting a couple times with Ana & Kiersten

**FUTURE BOT AGENDA ITEM:** June election for Dev chair & at-large board member

Development calendar suggestions—

Grandparents Day in middle of Annual Giving Day

Fall about friend-raising, festival & major gift fundraising.

September 19: Fall dance.

January building auction for spring.

**ACTION ITEM:** Discussion of calendar changes needed with faculty and other groups.

**FUTURE BOT AGENDA ITEM:** Development Plan 2015-2016.

Proposed a meet-and-greet for new families & lightly touch on festivals & meetings.

### **8:20 – Finance Committee (25 min) – Krista**

Reviewed quarterly numbers and understand it.

Proposed to show quarter by quarter for past few years.

Reporting Calendar Suggestion: Finance reporting in May, September, & January.  
When the fourth quarterly rpt?

### **8:30 – Brief Discussion of Marketing & Outreach (5 min) – all**

**FUTURE BOT AGENDA ITEM:** Development Plan 2015-2016.

**FUTURE EC AGENDA ITEM:** Proposed improving Marketing committee.

### **8:35 – Closed Session (25 min) – All BoT & Deborah**

Confidential long-term site discussion.

### **9:00 - Closing**

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#### **Appendix A: Management Team Report**

## Process for requesting items on Board Agenda

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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

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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.

**Santa Cruz Waldorf School Board Meeting  
May 13<sup>th</sup>, 2015**

**Management Team Report**  
Written by Director of Operations

**Enrollment**

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School Total Current: Enrolled 142

Next years enrollment: 59 Enrolled, 28 Pending= 83, \$597K so far in next years budget... we've called all the families.

Our enrollment events.

Mink this weekend. – doing PreK as well.

One last WTTG on the 20<sup>th</sup>...

Mostly doing private tours now.

**Operations**

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Finance Committee – TA committee for 2015 - 2016 determined – Mark Briscoe, VP, Tycho Speaker and Krista Cook.

- Financial Aid applications are being finalized

Emergency Planning Committee –

- CERT training, Free... in the works for two days in Sept... open to Board to take, let me know if interested
- The biggest challenge we're working on is how to get kids to the church

IT committee – New phone lease accepted, should be installed by end of June, \$300 a month savings.

- Google emails almost ready
- Finalized SMS review... Cornerstone most cost effective.
- Website now has Board area...

Treasure Tree – very profitable this year... as of March already above expected profit for the year.. by \$2K.

- Winding down for the year, will begin inventory once school is over

Facilities – The summer To Do list finalized

Rental – Back rent paid with CPI increase

- Working to clean up the land.... Cost estimate \$4500
- Not asking tenants to back pay

## **Personnel**

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Hiring ... Kinder teacher offer made

- Educational teacher position open
- Kinder Assistants hiring in process
- Staff reviews under way, 1 finalized, 3 more semi complete
- Hired a new Accounting assistant, Melissa Kim; 10 to 15 hours a week
  - o Vy Le is graduating
  - o Felicia Gilman got promoted at her other job.

## **Curriculum/Program Developments**

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Afterschool – doing well, working on program dev for next year.

Camps – Dexter’s is doing well... waiting for more info from the other two

2015-16 Calendar – waiting for final approval

## **Mgt team/ Board Development**

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Determining best candidates for mgt team and VP for next year.

## **Legal**

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Attended the AWSNA webinar on SB277 with Kiersten

- Lots of questions from across the CA Waldorf schools
- New Online support created in BaseCamp
- SB792 also a concern... requires all EC teachers fully vaccinated by Fall 2016.