



BOARD MEETING AGENDA
August 25, 2015

This Board meeting took place at 7:00 PM at 113 Cooper St, 2nd floor.

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

Attendees: Mark Briscoe, Lara Triona, Krista Cook, Jodi Casey, Richard Corbal,
Christopher Sblendario, Margaret Rosas, Alexandra Woods, Deborah Lindsay.

7:00 – Welcome & Verse (3 min) – All

7:03 –Board Minutes approval (2 min) – All

May Minutes approved unanimously.

7:05 – Management Team Report – (40 min) – Deborah

Some questions about receptionist position & impact on salaried employees.

ACTION ITEM: Finance Committee will do a Salary Study; report back in Sept

7:45—Development Report (15 min) – Alexandra

Update on outreach and fundraising.

Meet about the event calendar. Annual giving campaign: \$100k in 100 days with 100%?
In Oct, Nov, Dec 31st, 2015. Pledge week. Inc Michaelmas, Grandparents Day & Winter Faire
Q: 40th Anniversary Committee; Annual Giving Committee.

New Parent Welcome: Sun 9/20 4:30pm Yahns’ house.

Back to School Night 9/24: paper sign-ups for events & committees

8:00 – Finance Committee (12 min) – Krista

Update about 2014-2015 (not full year yet) & look forward to 2015-2016 budget

8:12 – Governance Committee (18 min) – Margaret

Bylaws amendment proposal to be discussed at September BoT meeting &
other updates: committee diagram draft to communicate organization.

SCWS Board Meeting 8/25/2015 MINUTES (final)

8:30 – Strategic Plan (5 min) – Mark

Discussion about changes needed.

Gathering the 5 working group plans. What about tasking strategic plan?

8:35—Staffing Discussion (15 min) – Mark

Hiring update, Labor laws, and admin titles.

Staffing ratios in the office.

ACTION ITEM: Finance Committee will do a Staffing review to look at current staffing levels vs historical. Look at hours of specialty teachers & numbers of contact hours for grades teachers (typically 2 contact hours to 1 prep hour).

8:50 – Check In/Overflow (15 min) – BoT

Open Discussion About Relevant Topics

What to do about families who can't pay? Discussion about policy of the Tuition Assistance committee to go beyond the 50%. Recommend a payment plan of X before school begins.

Further discussions about process for adding the receptionist position.

9:00 – Closed Session (20 min) – BoT

Confidential Personnel Discussion

MOTION: Mark motioned for Deborah to increase to a 5 working day with corresponding salary increase as long it works within the current administrative budget that is balanced.

Christopher seconded and approved unanimously (8-0).

9:45 - Closing

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.

**Santa Cruz Waldorf School Board Meeting
August 25th 2015
Director of Operations Report**

Enrollment

School Total Current: Enrolled 119, 25 in pending, 5 Applications

\$1.47m is our current budget amount... still changing

Our enrollment efforts: Phone calls, direct emails, follow up with each family.

- Processing incoming applications.
- PreK and 2nd grade full

Challenge: families who can't pay even 50%. What to do?

Personnel

Hiring ...

- 2 Dev Directors applied, 1 is being moved forward and we're interviewing this week
- Kinder assistant teacher hired – Verane Pochet
- Educational support teacher - Aurore Sibley
- PreK Assistant and ASP Lead - Heather Wellborn
- Staff reviews under way, 2 finalized, 2 more semi complete
- Receptionist position is just opening now
- Enrollment temp needed - Robin needs additional surgery, is on disability

Salary and Wages challenges

- CA AB2613... passed in 2007.... illegal to pay a teacher with a BA or a teaching credential from an accredited school a salary only, they have to be non-exempt.
- Means we have to give them pay over time.
- Have already written contracts before I realized this.
- Minimum salary going up to \$41.6K in Jan. Current is \$37.4K.
- Upcoming is SB3, Obama's proposal either Jan or July 2017... raise to \$51.6K

Operations

Finance Committee – TA committee has been reviewing letters.

- Working on budget for next year now
 - First meeting of the year this coming week

 - Finally got rid of the credit card, now we have a debit card.... thank you Ana!
 - CERT training: Sept 2 and 3rd, and possibly Oct. 22nd in the pm
- IT committee –
- Phones installed
 - Cornerstone trainings underway
 - Accounting department is set up with their own server
- Treasure Tree –
- All old accounts and old products removed from system...

Facilities –

- Driveway done
- Kinder fence done
- Sandbox and swing area filled
- Alots of repainting
- New volleyball nets and archery targets
- New ASP walls
- Reorg of the office
- Garden getting cleaned up...
- Everything looks amazing!

Curriculum/Program Developments

Camps – All the dates for this year have been determined
Development team as it stands is meeting on Wednesday.
Have questions about Ana stepping down

Mgt team/ Board Development

- We've had 3 or 4 meetings together still getting our feet about us, but looking good for the year.

Legal

None at this time`