



## BOARD MEETING AGENDA

September 22, 2015

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**This Board meeting took place at 7:00 PM at 113 Cooper St, 2<sup>nd</sup> 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, Christopher Sblendario,  
Margaret Rosas, Alexandra Woods, Deborah Lindsay.

Expected absence: Richard Corbal

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**7:05 – Welcome & Verse (3 min) – All**

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

Postponed till October

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

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

### **Q&A**

**ACTION ITEM:** Mark will look into length of reasonable medical leave medical leave.

**ACTION ITEM:** Check on whether possible for Cornerstone to use TADS login/passwords.

### **Legal Item**

Discussed proposing a motion about a general school policy to not get involved or provide specific documentation.

**ACTION ITEM:** Margaret check Faculty Handbook for info about mandatory reporting for abuse.

**MOTION:** Mark made a motion for a general policy for the school to not take a position averse to a parents' position barring an abuse situation. Christopher seconded and unanimously approved (7-0).

**7:20—Development Report (30 min) – Alexandra**

Annual giving campaign: \$1300 per child. Every drop counts theme.

Jackie: Reps for each class

**ACTION ITEM:** Lara will email her school logo.

Outreach & Planning for 40<sup>th</sup> anniversary in 2016-2017.

**7:50—Parent Concern Process (10 min) – Mark**

Big themes: #1 refer to teacher & 90% get handled informally there.

If gets beyond that it is tracked administratively and through faculty.

**8:00 – Governance Committee (10 min) – Margaret**

Bylaws amendment proposal.

October BoT discussion & November BoT approval.

Check in on committee goals & strategic plan.

SP: Margaret has followed up with the retreat note-takes and will have more info next month.

**8:10 – Finance Committee (30 min) – Krista**

Financial Statements from 2014.

2015-2016 budget

Accounts receivable policy for past due accounts: Postponed until Oct or Nov.

**8:45 – Check In/Overflow (10 min) – BoT**

Agenda items for Oct Meeting:

- **Parent Concern Process**
- **Governance Committee:** Bylaws
- **Site Committee:**
- **Finance Committee:** Accounts receivable policy

**8:55 – Finance Committee (cont.) – Krista**

Health Care Plan Policy for Medicare eligible employees

HR membership: Not illegal to give protected class extra benefits.

Employers cannot give moneys to pay for Medicare.

Consensus that we should develop a policy about Medicare eligible employees.

**ACTION ITEM:** Deborah will do further research about Medi-gap brokerage.

## 9:00 - Closing

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# 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  
September 22nd, 2015  
Administrative Director Report**

**Enrollment**

School Total Current: Enrolled 137, 5 in pending, 3 Applications  
Enrollment committee meeting 9/22 - Prepping for first WTTG and tabling at the FM's  
Lots of interest in the PreK.  
Jessica Rimmer as Interim Enrollment Coordinator

**Personnel**

Hiring:

- Received a resume from a Dev Director... more to update as it proceeds
- Jessica Rimmer - Interim Enrollment Coordinator
- Staff reviews: 3 finalized, 1 more semi complete

HR legal:

- Medical leave that goes into 5 months could be considered more than necessary accommodation. Need to discuss with our legal counsel.

Salary and Wages:

- Doing a salary survey with the teachers.

**Operations**

General:

- CERT training: Went well.. final class Oct. 22<sup>nd</sup> ... we were in the newspaper and online.
- KION is doing a year long highlight of the school.... Started today.
- Social media outreach is going very well... lots of engagement
- BTSN script review

Finance Committee:

- Treasurer Report
- Medicare discussion
- Formal request to have a past due account reviewed.
- Still a TA request to be reviewed - whole process is incredibly time consuming.

IT committee –

- Cornerstone almost ready to launch

Treasure Tree –

- getting on to website, getting an ad in the paper, getting a click through from the KION link. Coupon in Local Savers

Facilities –

- Final things on our To Do list... Wood shed roof and office heater.
- 7th grade classroom water heater went out at the beginning of Sept.

**SCWS Board Meeting 9/22/2015 MINUTES (final)**

- Parents are happy with the look of the school... LOVE the sandbox and Garden/kinder fence
- SolarCity came by today, looking at school programs - just doing some research

**Mgt team/ Board Development**

- Going along well

**Legal**

- Request for Letter by Family Lawyer