



BOARD MEETING AGENDA  
November 17, 2015

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**This Board 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, Scott Olmsted, Lara Triona, Krista Cook, Jodi Casey, Christopher Sblendario,  
Margaret Rosas, Deborah Lindsay.

*Guest:* Jacqueline Garcia

*Expected Absences:* Alexandra Woods

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**7:00pm Welcome and Verse (3 min) – All**

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

Mark motioned for Approval of the June, August, September and October Minutes, 2nd by Krista. Unanimously approved (7-0)

**Committee Reports:**

1. Management Team Report (15 min) – Deborah
2. Governance Committee (45 min) – Margaret
3. Development Committee (10 min) – Jacqueline
4. Finance Committee (10 min) – Krista

**7:05pm Management Team Report**

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

Discussed that the Compensation Committee will be a subcommittee of the Board Finance Committee.

## SCWS Board Meeting (2015-11-17) Minutes (final)

### **Follow up on previous Action Item: Cars Driving Through Campus**

Look into the CA law about no driving through a school during school hours.

Nothing in education code for it.

### **Follow up on previous Action Item: Right of way through SCWS & Neighbor to UCSC**

Research right of way based on the 40 year history. Mark going to the Planning Dept 11/18

### **Follow up on previous Action Item: Research Prior Annual Reports**

Krista has collected several annual reports both prior years of SCWS and other Waldorf Schools

### **7:35pm Governance Committee Documents**

**Bylaws Documents:** The board recommends these bylaws amendments to be presented to the faculty and parent association for their review and approval. Important to address concern about removing the requirement that the faculty and parent trustees are equal in number.

Proposed allowing for a fourth consecutive term of trustees with approval.

**Action Item:** Mark & Margaret will attend faculty meeting on Dec 3rd to discuss with faculty directly.

Postponed vote until after that meeting.

### **Check in on committee goals & strategic plan:**

**Action Item:** Aspiration goals for board committees and strategic plan.

### **8:20pm Development Committee**

Annual Giving Update and Discussion

It's the last week of the annual giving. Most of funds coming in from extended family. Potential Matching donor.

School is in a place of strength and board messaging should reflect that.

### **8:30pm Finance Committee**

Board trustees reviewed the quarterly income and expenses and discussed a few variations, such as from the auction moving to the spring.

**Resolution:** Krista motioned to approve the revised salary tiers beginning Jan 1st, 2016, 2nd by Mark and approved unanimously (7-0).

### **Discussions and Decisions:**

5. Parent Concern Process (5 min) – Deborah
6. Google Drive as System of Record for Santa Cruz Waldorf School (5 min) – Margaret
7. Visioning and Strategic Planning (15 min) – all

### **8:40pm Parent Concern Process**

Next step is for the college of teachers to review and to bring to the Parent Association as well.

**Future Agenda Item (Jan 2016 BoT):** After the College of Teachers has reviewed and approved, the Board will then review and approve at that point.

### **8:45pm Google Drive as System of Record for Santa Cruz Waldorf School**

Governance Committee worked with Administration to create a structure and an intranet to make it easier: In process & included in Gov quarterly report.

### **8:50pm Visioning and Strategic Planning**

Parked due to time constraints. Taken up by governance committee to make progress on.

### **8:51pm Check In/Overflow**

- **Future Agenda Item (Dec 2015 BoT):** Annual Report Planning Process.  
Asking for Board, PA and Faculty to include a year in review.
  - **Future Agenda Item (Dec 2015 or Jan 2016):** Enrollment Plan
  - **Action Item for College of Teachers:** Special Visitors Policy clarifying that it is the determination of the class and specialty teacher.
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## **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 chairperson 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  
November 17th, 2015**

**Appendix A: Administrative Director Report**

**Enrollment**

Enrollment Numbers by class

PreK - 4/ 11 2/ 6	Lavender K - 15	Rosemary K- 8	1st - 14
2nd - 18	3rd - 16	4th - 13	5th - 10
6th - 11	7th - 14	8th - 6	Total: 142

Pending:0 Applications: 4

WTTG tomorrow... new structure ... every other grade, and going from 8 to 2nd, 1

Kinder and garden with an overview of Waldorf education

Robin returning Dec. 1st

Considering taking up an enrollment marketing plan

Finance committee recommendations for tuition....

ECE and Middle school outreach

**Personnel**

Hiring:

Nothing to report

HR legal:

Looking to have our employee handbook reviewed - found an employment lawyer  
non exempt teachers as "Artists"? reviewing our employment contracts and maternity  
leave policy

Salary and Wages:

Compensation committee forming - Krista Cook, Chika \_\_\_\_\_, myself and a teacher.

**Operations**

General:

Walkie talkies ordered

Fire truck coming to school

Jackey has taken over the social media piece at school

New insurance

Don Stevens meeting - insurance, and no longer to use his property for parking

Transgender workshop for faculty and staff

SCWS Board Meeting (2015-11-17) Minutes (final)

Ham radio class  
Box tops for education

Finance Committee:  
Treasurer Report

IT committee –  
- Cornerstone update

Treasure Tree –  
New holiday store hours will be posted soon  
Facilities –  
Office heater going in the last week of Nov.  
Playground inspection requirement, review attached report  
Property insurance quote received  
Low Flow Toilet replacement - grant awarded for \$1000  
Site Committee report  
Events  
AGC (Annual Giving Campaign) report  
Development Chair report  
G-Day coming up

**Pre K**

Waiting List begun  
Director report  
Parent Tot update

**Legal**

Nothing additional to report