



BOARD MEETING MINUTES  
December 15, 2015

---

**This Board will take 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 (left at 8pm), Christopher Sblendario, Richard Corbel, Margaret Rosas, Lara Triona, Krista Cook, and Deborah Lindsay

*Guest:* Bridget Brennan (Governance Committee member & parent)

*Expected Absences:* Jodi Casey, Alexandra Woods

---

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

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

**MOTION:** Mark motions to approve November 2015 minutes, seconded by Lara and approved unanimously (6-0).

**COMMITTEE REPORTS:**

1. Management Team Report (15 min) – Deborah
2. Preschool Report (10 min) – Lara
3. Governance Committee (45 min) – Margaret

**7:05pm Management Team Report**

*See Appendix A for full report. Q&A discussion and actions shown below.*

**MOTION:** Krista made a motion to reduce the first siblings discount from 25% to 20%. additional siblings (3rd, 4th, etc students in same family) stay at 25%.

## SCWS Board Meeting (2015-12-15) Minutes (final)

Margaret 2nd the motion. Held discussion about its impact (about \$600 per family) and rational (no general increase). Passed unanimously (6-0).

**ACTION ITEM** (Deborah): provide the communication text to the board at the Jan BoT.

### 7:20pm Preschool Committee Update

- State license should be in the mail week of December 15
- Hiring status on Interim Pre-school teacher
- Mid-year transfers Pre-K to Kindergarten.

Additional Discussion:

Hiring committee: Aaryn leading, Richard, Lara, Deborah & Elizabeth Bentz

Letter about transfers to all early childhood families, faculty & bot

### 7:30pm Governance Committee Update

Postponed until after other discussions and decisions.

### **DISCUSSIONS AND DECISIONS** (reordered to prioritize any voting related items)

4. Reclassify a Parent-Trustee as At-Large Trustee (10 min) – Lara
5. Maternity Leave Policy (20 min) – Deborah
6. Annual Report Discussion (10 min) – Krista

### 7:40pm Reappoint Parent-Trustee as At-Large Trustee

**MOTION:** Mark motion to reclassify Lara Triona as a At-Large Trustee rather than a parent trustee, seconded by Lara and approved unanimously (6-0).

### 7:45pm Maternity Leave Policy

**MOTION:** Mark motions to adopt a 6 weeks paid maternity leave policy for all faculty and staff who regularly work at least 32 hours; seconded by Margaret and approved (5-0, 1 abstain).

**MOTION:** Mark motions to adopt a 4 week paid paternity leave policy for all faculty and staff who regularly work at least 32 hours (6-0).

**ACTION ITEM (Deborah):** Legal requirements of benefits for parental leave and for part time. Report back in January 2016.

### 8:05pm Governance Committee Update

*See Appendix B for link to full report. Q&A discussion and actions shown below.*

Discussed the process to develop a *Long-Term Business and Plan of Action* by getting input of a priority list from the various committees and stakeholders to determine expenses and from there determine what income is needed to balance it out.

Present to College of Teachers wish list for this year based on the prior lists.

**ACTION ITEM** (Margaret & Bridget): Draft proposal from board to present to faculty of how the inputs were combined (plan to have ready by 1/19).

### **9:05pm Annual Report Discussion**

Krista is working with Jackie to make it more than previously.

Will be asking each of the bodies of the school to write a little bit (in adv. of Jan board meeting)

### **8:55pm Check In/Overflow – BoT**

**Jan 2016 Agenda Item:** Review draft of the communications of 2016 registration plan and Financial Aid deadline discussions

---

## **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  
December 15th, 2015**

**Appendix A: Administrative Director Report**

**Enrollment**

Enrollment Numbers by class

PreK - 4/ 7 & 2/ 6	Lavender K - 15	Rosemary K- 14	1st - 14
2nd - 18	3rd - 16	4th - 13	5th - 10
6th - 11	7th - 14	8th - 6	Total: 144

Pending: 2 Applications: 2

Review Re-enrollment letter

Sibling discount - 1st 20%, 2nd and rest 25%

**Personnel**

Hiring:

Jackey offered 2 new positions - Spring Fundraising Coordinator, and Social media coordinator

Three positions open;

Interim Preschool teacher,

Saturday Parent Tot teacher

Dev Director

HR legal:

New exempt language

"I understand that as a teacher, I am considered an employee employed in a bona fide professional capacity. Any employee with a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher at Santa Cruz Waldorf School will be considered an exempt employee."

New Employee Handbook acknowledgement as working on Handbook.

Propose a new maternity policy: 6 weeks paid maternity leave, 4 weeks paid paternity leave for faculty and staff over 32 hours a week. Any suggestions for part time (>32 hours a week)? I think 3 weeks part time maternity leave for employees between 20 and 32 hours.

Salary and Wages:

Salary increases start on Jan 1st

**Operations**

General:

New property insurance

Finance Committee:

Treasurer Report above

IT committee –

- nothing to report

Treasure Tree –

Elisabeth going into her final month, Suezanne Site returning

Facilities –

Office heater in

Low Flow Toilets arrived

New Shed for Clint

Site Committee report

Events –

Annual Giving Campaign report - in Phase 2, reaching out to Alumni, up to \$75K.

Development Chair report

G-Day and Winter fair report

Pre K –

Transitions to K all done, two new students coming in.

Preschool report

Parent Tot update

Legal – Nothing additional to report

**Appendix B: SCWS Governance Committee - Report December 2015**

Formatted report document available at

[https://docs.google.com/document/d/19xxaepGT55uOGcWQQ5dpzIVIX\\_oXy3U9U1LBtPe-UQg](https://docs.google.com/document/d/19xxaepGT55uOGcWQQ5dpzIVIX_oXy3U9U1LBtPe-UQg)