



## BOARD MEETING MINUTES

### May 24, 2016

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**This Board took place at 7:00 PM at 101 Church St, Santa Cruz.**

“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.”

*Regular Attendees:* Mark, Jodi, Lara, Krista, Richard, Christopher, Alexandra, Deborah

*Guest:* Kyle Schaeffer

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

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

April Minutes approval postponed until June.

***Committee Reports:***

1. Management Team Report (15 min) – Deborah
2. Site Committee Report (10 min) — Richard
3. Finance Committee Lead Discussion (30 min) — Krista
4. Governance Lead Discussion (15 min) — Margaret

**7:10pm Management Team Report**

See full report in [Appendix A](#) below.

Q: about lead teacher resignation & director job  
Preschool Meeting being schedule for next week.  
Final 2016-2017 Calendar in Google Calendar

Insurance Inspector Plan with 3 items needing to be repaired within 4 months.  
Roof Inspection: 1. 3-5-6 graders needs repair and 2. the office.

Q on Framework: What is not on the list? How does this compare with other lists.

A: Massive lists put into trello and then used to get quotes and follow-up.

**Future Agenda item:** Invite Allen to September board meeting

### 7:35pm Site Committee Report

Summer projects and planning for 2016-2017  
Reviewed in the Management Team report.

### 7:35pm Finance Committee Lead Discussion

Proposal Policy on Full-time Exempt Staff Members to get tuition remission.  
Requires board action and accounted for in the budget.  
Considered as part of the compensation package.  
Discussion: focus on it as a competitive advantage.

Clarity on the hiring process for staff

**Future agenda item:** formal policy proposal on staff hiring including benefits in August.

### Hard copies for Board

3rd quarter actuals (doesn't include Auction & Spring Forward events)

Budget Changes:

<ul style="list-style-type: none"><li>• Faculty increases required by</li><li>• Pedagogical Chair at ¾ of school year.</li><li>• No staff raises (only faculty &amp; assistants plus adds tutor)</li><li>• Increases in Campus maintenance &amp; marketing</li><li>• Increases in professional development &amp; retreats/workshops</li></ul>	<ul style="list-style-type: none"><li>• Benefits changes due to PEO change Unemployment, Payroll, 401k &amp; dental reduced \$0</li></ul>
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Q: 2016-17 Budget Process and Document Discussion

- Adjustments to the budget based on how well the prior budget was last year.
- Delivery of information is very important.

As more money is around & focus has been on faculty salary.

Trying to get us away from everyone being involved in everything not worth it.

**Next Steps:** send questions to Krista by June 7th (a week before June BoT).

### **8:30pm Governance Committee Lead Discussion**

2016-17 Retreat Planning Discussion

Fri 8/26 recap on progress from 2015-16 retreats

Sat 8/27 suggestions?

- Concession training: Liz Beth Bori specializes in working with Waldorf Schools.
- Continue Strategic Plan (preferred with Donna & George)
  - PA Empower & Honor
  - Enrollment/retention
  - Branding & Community Outreach

Want to have Board-Faculty-PA retreats focus on Strategic Planning & faculty do consensus.

[Krista will be out of town for retreat dates.]

### ***Discussions & Decisions:***

5. Proposed Mission and Vision Discussion (25 mins) — Jodi
6. Paychex PEO Discussion (15 mins) — Deborah

### **8:15pm Proposed Mission and Vision Discussion**

#### **Proposed Vision**

In all that we endeavor, the Santa Cruz Waldorf School strives to cultivate a learning community that fosters self-directed, empathetic, and imaginative, free-thinking individuals who along with a love of learning, have the capacities and courage to serve an ever evolving humanity and world.

#### **Proposed Mission**

We honor each child's development and unique capacities by nurturing a love of learning through offering a classical Waldorf curriculum rich with academics, foreign language, music, fine and practical arts, movement, and gardening; by cultivating artistic, creative, inspired teachers who are Waldorf trained; and by encouraging an interest and respect for all life and the planet.

Discussed shortening it to make clearer and more palatable. Suggestion Vision has description of community & goal for students.

**Action Items:** Faculty trustees will modify the vision and mission, then bring to faculty and then bring back again.

### **8:55pm Paycheck PEO Discussion**

Employer of Record to make our faculty & staff

No other waldorf school has done before.

*Next Steps:* send questions to Deborah by June 7th (a week before June BoT).

### **8:55pm Check In/Overflow (5 mins) – BoT**

EC help for review.

Pedagogical Chair: finalized during end of year meeting.

Krista wants to present budget to faculty before next board meeting.

**9:05pm Closing – BoT**

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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.

SCWS Board Meeting (5/24/2016) MINUTES (final)

**2016-2017 EC & Board Meetings**

<i>EC</i>	<i>Board Meeting</i>	<i>Other</i>
June 7	June 22	
July 12		
Aug 9	Aug 30	Retreat 8/26-8/27
Spt 6	Spt 20	
Oct 4	Oct 18	
Nov 8	Nov 15	
Nov 29	Dec 13	
Jan 3	Jan 17	
Jan 31	Feb 14	Annual Mtg 3/4
Mar 7	Mar 21	Bd-Fac-PA 3/13, Sp Event 3/25
Apr 4	Apr 11	
May 2	May 16	Grandparent 5/5, May Fair 5/6
Jun 6	Jun 13	
July 11		
Aug 8	Aug 22	Retreat 8/25-8/26/2017

**Appendix A:**  
**Administrative Director Report**  
**Santa Cruz Waldorf School Board Meeting**  
**May 24th, 2016**

**Enrollment**

Enrolled 129

PreK: 2 - 7, 4 - 10 , Kinder: 22, 1st: 17, 2nd:11, 3rd: 12, 4th: 13, 5th: 10, 6th: 8, 7th: 7, 8th: 11

Pending 29

PreK: 2 - 1, 4 - 0 , Kinder: 5, 1st: 2, 2nd:2, 3rd: 3, 4th: 2, 5th: 4, 6th: 4, 7th: 3, 8th: 3

2016-17 Applications:11

Enrolled 129 (83 signed contracts) = \$999,140

**Personnel**

Hiring ...

- Saturday Parent Tot teacher - still open
- E teacher - Hired David-Michael Monasch
- Grades teacher - 6th grade - open
- Enrollment and Accounting assistant - open now
  - Have hired Kenna back as an enrollment temp til the position is filled
- EST - open
- PreSchool Director position - open but not posted

**Operations**

Finance Committee –

- Budget finalized- ready for your approval
- Scholarship request letters coming in - almost complete

Site –

- To Do list for summer finalizing projects with Allen
- Report from Insurance inspector
- Report from Larry Favor
- Report from Roof inspector

SCWS Board Meeting (5/24/2016) MINUTES (final)

- UCSC students to do red field forest assessment
- Erin Corbal will be doing maintenance of the garden August, coming in Dec to prune and then just before grandparents day to clean up the campus gardens.

**Marketing**

- Prepping for next year - making all the postcards, etc

**Program**

- Camps - all approved, and online, beginning to fill up

**Mgt team**

- Nothing to report at this time

**Legal**

- none