



Board Meeting Agenda June 22, 2016

This Board Meeting 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 Briscoe, Jodi Casey, Lara Triona, Krista Cook, Alexandra Woods, Margaret Rosas, Deborah Lindsay

Guests: Scott Olmsted (former board trustee and current faculty), Laura Ferguson (at-large trustee candidate)

7:15pm Welcome and Verse (3 min) – All

7:18pm Board Minutes Approval (2 min) – All

Krista motioned approval of both April and May minutes, Mark seconded, and approved unanimously.

Committee Reports:

1. Management Team Report (15 min) – Deborah
2. Preschool Committee Report (15 min) – Lara
3. Development Committee Report (15 min) – Alexandra
4. College of Teachers (15 min) – Jodi

7:20pm Management Team Report

See full report in [Appendix A](#); Discussions and Q&A descriptions below.

Roof repair: 3-5th grade \$22k for new roof, Feldthouse 3rd grade & skylight: \$7,680

Discussion/Approve: Budget Session

Program: Camps need to be posted by April to catch parent needs.

Switched from AT&T to Comcast

Future Agenda Item: July EC discuss Medical Deductible Question.

7:35pm Preschool Committee Report [verbal]

Replacement Director Hiring Update and planning for 2016-2017 & possibility of off-site

Action Item: PreK Committee meet with Heather about her credits, report back to Management Team and EC in July.

7:50pm Development Committee Report

Fundraising Events Brief Report and Discussion

See full report in [Appendix B](#); Discussions and Q&A descriptions below.

Volunteers wanted for the Development Committee and chairs for events in 2016-2017.

Parent feedback: Committee Sign-up Sheets for each of the festival in September helpful.

Teachers telling parents they need to pick one thing was very helpful.

8:08pm College of Teachers Report

Spring Update on Mission and Vision and other efforts

See full report in [Appendix C](#); Discussions and Q&A descriptions below.

Discussed college chair and the adding of a separate monthly meeting for college

In June of 2016, college of teachers agreed to bring on a pedagogical chair.

Job description is being worked on and will report back to EC & BoT soon.

Board Resolution: Margaret motioned for approval of Vision and Mission, 2nd by Mark and approved unanimously by the board.

Discussions & Decisions:

5. Paychex PEO Discussion (15 mins) — Deborah

8:25pm Paychex PEO Discussion

Q: Focused on the questions and concerns of the faculty

Main concern is about effect on culture; we

Employee on the record lots of benefits is back-office, interactions to change taxes.

Q: about employee portal and whether able to get answers directly. A: YES
Takes about 2 months to make.

Resolution: Mark approves movement to Paychex PEO, Alexandra seconds, (6-0).

8:50pm Closing of Open Meeting – BoT

8:50-9:20pm Closed Session

2016-17 Budget Detail and Vote plus Organization Discussion

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

SCWS Board Meeting (6/22/2016) MINUTES (final)

16. Support the group outside the group.

| 2016-2017 EC & Board Meetings | | |
|--|----------------------|---|
| <i>EC</i> | <i>Board Meeting</i> | <i>Other</i> |
| June 7 | June 22 | |
| July 12 | | |
| Aug 16 | Aug 30 | Retreat 8/26-8/27 |
| Spt 6 | Spt 20 | Spt 18 new parent reception (12-2pm) |
| | | Spt 30 Alumni Anniversary recep |
| | | Oct 1 Michaelmas |
| Oct 4 | Oct 18 | Annual Giving Oct 14-Nov 30th |
| 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 Online Auction |
| Apr 4 | Apr 11 | |
| May 2 | May 16 | Grandparent 5/5, May Fair 5/6, Spring Forward 5/20 |
| 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 June 22nd, 2016

Enrollment

Enrolled 137 (98 signed contracts) = \$1.174

PreK: 2 - 6, 4 - 10 , Kinder: 25, 1st: 20, 2nd:11, 3rd: 14, 4th: 13, 5th: 10, 6th: 8, 7th: 8, 8th: 12

Pending 29

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

2016-17 Applications: 7

Personnel

Hiring ...

- Saturday Parent Tot teacher - hired TorreyAnna Suttle
- Grades teacher - 6th grade - have an offer out
- Enrollment and Accounting assistant - hired Samantha Zenack
- EST - open
- PreSchool Director position - open, waiting to be posted
- Preschool assistant - open

Teacher Contracts done

Working on contractors contracts

Operations

Finance Committee –

- Budget finalized- ready for your approval
- TA complete

Site

- Genderless bathrooms
- Roof quotes
- Jeremy Neel

Program

- Camps - Cancelled Edisione's, and maybe Heathers

Mgt team

- PEO cost breakdowns
- Review Clint's medical bill
- Esther elected to be the Faculty Chair for the next two years
- Working on our mandate

Legal

- none

Appendix B: Development Report June 2016

Spring Forward 2016

The Raise-Your-Paddle Event held on May 14th in the School Garden and Kindergarten Yard was considered a huge success because everyone who attended had so much fun and gave incredibly positive feedback. "This event feels like us"

101 people attended (including 31 teachers - 22 comp tix, 9 sponsored)

34 families/couples participated in the Raise-Your-Paddle

\$33,240 was raised from the RYP

\$ 4,240 tickets

\$ 660 drinks

\$ 5,700 Silent Auction at Mayfaire (\$1,490 from student art, \$4,210 from parent offerings)

\$ 43,840 Gross

\$ 8,000 Cost (\$7559.16)

\$ 35,840 total raised

Spring Forward 2017

Due to the overwhelmingly positive feedback on this year's event and because of the low cost of holding it in our garden it has been decided to follow this model next year and hold our Spring Forward 2017 Fundraiser in the garden on May 20th, 2017. Grow the Spring Forward Committee.

Development Events 2016-2017 school calendar year

Sept. 18th – New parent Reception (Sunday at Michelle Y. and Steve Kraft's house)

Sept. 30th – 40th Anniversary Alumni Reception in the Garden

Oct. 1st – Michaelmas, Alumni invited in honor of 40th Anniversary

Oct. 14th – Poly Malan Concert, Peace United Church (Pending)

Oct. 17th – Annual Giving Campaign Launch

- Nov. 30th – Annual Giving Campaign Closes
- March – Online Auction (Pending)
- May 6th – May Faire - Silent Auction of Student Art
 - Alumni invited for 40th Anniversary
- May 20th - Spring Forward

Development Plan

Short Term – Alumni Database is currently being entered and organized into Cornerstone Software.

- Send 40th Anniversary Announcement/Invitations to 9/30 and 10/1 events/info gathering/ Save-the-date cards in August.
- Alicia participating in a Fundraising Plan Workshop
- Follow AGC template that Jackie established last year. Currently working on a theme (Forest/Trees/Growing)
- Recruit more members to join the Development Committee
- Recruit Alumni Class Reps to network with their classes and hopefully form an Alumni Committee.

Longterm Plan

- Streamline processes
- Develop a plan for Larger Infrastructure improvements and additions which will include talking with major donors to explore the potential for a capital campaign.

Appendix C: College of Teachers Report

Book Study: Completed *On Earth As It Is in Heaven, The Tasks of the College of Teachers in the Light of the Founding Impulse of Waldorf Education* by Roberto Trostli in Creating a Circle of Collaborative Spiritual Leadership

Artistic Undertakings: Singing in preparation for graduation performance and singing and Bothmer Movement with Mr. Walters during end of year faculty meetings.

College of Teachers Consensus Decisions:

1. **Description of Pedagogical Chair** work and preliminary roles and responsibilities agreed upon.
2. **Mandates and Nominations** for Faculty Chair, Mentoring/Evaluation, Agenda, Program, Festivals, Aesthetics, and Care Group committees were approved/confirmed.
3. **Esther confirmed as Faculty Chairperson** for the 2016-2017 school year.
4. **Revised Vision and Mission Statements** were agreed upon to present to the board.

Pedagogical Chair:

Process: Several weeks ago, the college reconfirmed that all were still in favor of hiring a pedagogical chair (PC). (The college identified this need most recently during February meetings in 2015.) Once this was established, members of the college were invited to submit proposed organizational charts and job descriptions. These were then presented to the college. The proposals deemed most viable were then worked on in small groups. During end-of-year meetings, the college answered the following questions:

To whom is the PC accountable? We agreed that the PC should report to the college, similar to how the administrative director (AD) reports to the board.

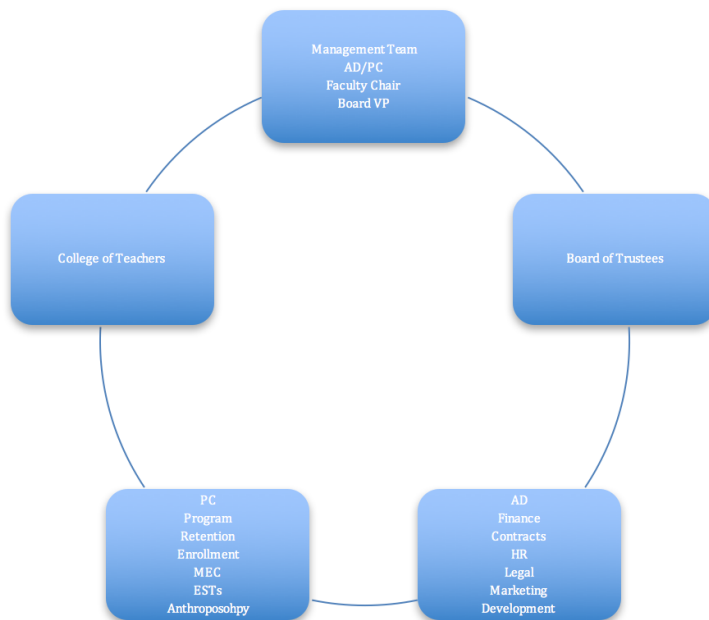
SCWS Board Meeting (6/22/2016) MINUTES (final)

What roles should the PC carry? We agreed that the PC should be an additional member of the management team. The faculty chair and the board vice president (VP) should continue to be full-time teachers. We don't think the PC should be the board VP, as they will be too new of a member of the school and we would like this to continue to be a rotating and elected position.

What is the relationship between the PC and the AD? Only one person should be signing contracts and making legal and human resource commitments on behalf of the school. The PC would lead all decisions regarding program, retention, enrollment, mentoring and evaluation, and education support teams (ESTs) and would be the face and anthroposophical heart of the school. The AD would lead all decisions regarding finance, human resources, contracts, legal matters, marketing, and development. The PC and AD would both be leaders in strategic development.

Esther, Christopher, Cristina, Ximena, Mireille, Kerry, Scott, Jodi and possibly Sunny and Richard volunteered to work over the summer to form the picture of the pedagogical chair and how they report to the college further. Meetings will be Tuesday mornings from 10 a.m.-12 noon on 6/21, 7/5, 7/19, 8/2, and 8/16. Board members are welcome to attend.

Agreed Upon Organizational Chart/Preliminary Roles & Responsibilities:



Relevant College Committee Mandates and Newly Elected Chairs and Members:

Mentoring and Evaluation Committee:

CHANGE: The hiring committee should consult the M/E Committee about all in-house hires. This also needs to be added to the Hiring Committee mandate.

SCWS Board Meeting (6/22/2016) MINUTES (final)

CHANGE: The Faculty Chair is the communication link for the MT, and attends meetings but does not take on responsibilities.

CHANGE: Membership requirements—not a first-year teacher, nor a 1st or 8th grade teacher.

CHANGE: Add a second review of this committee mid-year, as a lot will change when a pedagogical chair is hired.

NOMINATIONS confirmed: Ximena as chair, Kerry, Scott will stay for a transitional period and then leave (as 8th grade teacher), Esther attends but does not take up work (as faculty chairperson).

Care Group Mandate:

Care Group has been active and will continue its work next year. More Care Group members who can participate in ESTs would be helpful, and we are in the process of hiring an Educational Support Specialist.

NOMINATIONS confirmed: Mireille as chair, Kendra, Esther, Wanda, the new Ed Support Specialist, and possibly Jeanne.

Management Team Mandate:

The only mandate that could be found was from 2006 and is very out of date. The MT will work on updating the mandate and bring it back to the group.

Agenda Setting Committee:

Esther as faculty chair, and she will also take on the duty of emailing out agendas, plus Sunny and Mireille as committee members.

College of Teachers Mandate:

The COT mandate was also revised and approved by consensus.

Revised Vision and Mission Statements:

Vision

Santa Cruz Waldorf School cultivates self-directed, empathetic and free-thinking individuals with the courage and capacities to serve an ever-evolving humanity.

Mission

Santa Cruz Waldorf School honors students' individual development and capacities, and nurtures a love of learning through our rich curriculum inspired by Rudolf Steiner. At our rural, forested campus, our community, led by creative Waldorf-trained teachers, encourages the protection of childhood and an interest and respect for all life.