



BOARD MEETING MINUTES
September 20, 2016

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

“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, Richard Corbal, Christopher Sblendorio, Margaret Rosas, Alexandra Woods, Deborah Lindsay
Guests: Alicia Benoit (1st item only), Kyle Schaeffer

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

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

After a slight text change, Mark motioned approval of August minutes, Krista seconded, and approved unanimously (8 of 8).

Committee Reports:

1. Development Committee Report (15 min) – Alexandra (with Alicia attending)
2. Management Team Report (20 min) – Deborah
3. Governance Committee Report (10 min) – Margaret
4. Site Committee Report (20 min) – Richard
5. Finance Committee Report (5 min) – Krista

7:05pm Development Committee Report [verbal]

Outreach for new families and 40th anniversary & Fundraising for Annual Giving

Outreach & Events

New Families event: great feeling, better attendance 1st event last year. Helpful that provided child-care; primarily Kindergarten families attended the evening

Alumni Garden party 9/30 the weekend after Michaelmas: Paper invites 9/18 and lots of social media.

Strings Concert 10/14 in eNews & several ideas to advertise.

PA will have committee sign-up sheets at Back to School night.

Fundraising

Parent Board Members as parent reps for Annual Giving.

Lower gap between tuition and expenses this year due to higher enrollment numbers.

Discussion about cycle of Fundraising:

- Annual Giving near beginning of school year; focuses on engaging parents (mailing, emails, website) and meeting operations gap.
- During Winter, continues relationship building with donors in one-on-one or small groups gatherings
- Spring Forward is more of a push for specific school project or goal

Brainstorming for Annual Giving: Gnome climbing a tree, board phone banking party (who they are, interests in the school, suggestions, and by the way), fundraising as a breath that gives life to ideas. Talking points about how we are at full enrollment and exploring possibilities about increasing capacity.

Development Committee Meeting: last W of the month in evening; those interested reach out to Alexandra.

7:25pm Management Team Report

See full report in [Appendix A](#). Q&A about report documented below.

MT & Faculty working towards clarifying the definition of full-time employment, salary tiers, benefit requirements. Comment: often full-time determinate is based on contact hours.

Action Item: Finance Committee will discuss and eventually make recommendations about desired growth rate. Including in this recommendation the desired salary growth.

End of last fiscal year: about 40k past due. Current year: 70k past due; sending 30 day letters.

Benefits from PEO just happened and rest of health benefits need to be re-enrolled.

MOTION: Lara motions to approve hiring committee selection of Candice Achenbach as preschool director and lead teacher, Richard seconded, and approved unanimously (8 of 8).

This motion authorizes Candice Achenbach to submit to the state agency and receive all documents pertaining to the Rosebud PreK Program located at 2190 Empire Grade classroom 1, Santa Cruz, CA 95060. As the administrator of this facility, Candice Achenbach is authorized to receive any documents on behalf of the board including reports of inspections and consultations, accusations and civil and administrative process.

7:55pm Governance Committee Report [verbal]

Back to School Night Plan discussed with focus on governance community.
In the process of developing a long-term sustainability plan.
Celebration of successes.

8:05pm Site Committee Report [verbal]

Site committee is happening on Wed

Action Item: Site Committee communicate update to full BoT.

Getting site ready for Alumni Party: hope is that it would become annual event.

Reaching out to previous faculty & hope board attend.

Cleared out "Fence" behind 2nd grade & neighbor has asked for a privacy.

Preparing for rain with waddles, ditches, parking lot drain, etc.

8:15pm Finance Committee Report [verbal]

Mortgage Update and Discussion: Mortgage has 5.25% interest rate and end of Dec 2016 owe about \$70k. Continuing with standard payment plan to loan maturity results in paying \$7,600 in interest. Maturity data for mortgage is Dec 2018 (2 years). \$300k current reserve balance.

Q: Would paying off mortgage impact taxes? A: As non-profit it does not.

Motion by Krista for SCWS to pay off our mortgage with our current reserve and then use the budgeted amount for monthly payments back to the reserve for the 2 years. Details about mortgage included above. Alexandra seconded motion, and approved unanimously (8 of 8).

Dialogue, Discussions & Decisions:

1. Michaelmas Study (20 min) — Jodi
2. Pedagogical Director position update (5 mins) — Jodi

8:25pm Michaelmas Study [[link](#)]

Read *Why Do Waldorf Schools Celebrate Michaelmas* article.

Only when you, of your own free will, take initiative are you engaging in true free will.

Board trustees talked about those moments of free will (situations of choosing something; sometimes the free will choice was choosing not to do something others to do something).

Finding balance between good and evil, but need both; need to be upright to keep evil at bay.

Fall always feels like "new year".

Comment: Best 20 minutes of a board meeting.

Future BoT Agenda: Schedule these types of study quarterly.

8:50pm Pedagogical Director position update

Faculty is scheduled to work on the job ad over the next 3 weeks starting 9/22.

Small group of faculty wrote the job ad, this gives all faculty a chance to contribute.

8:50pm Check In/Overflow (5 mins) – BoT

Check in about [Board Reporting Calendar](#).

Future BoT Item: Upcoming Officer Transitions (President, Secretary) in March 2017

Oct 2016 meeting will be at Mark's office due (Margaret will be out of town).

8:55pm Closing of Open Meeting – BoT

8:55-9:00pm Closed Session

Personnel Discussion

Appendix A: Management Team Chair Report

Appendix B: *Why do Waldorf Schools Celebrate Michaelmas?*

Board Meeting and Agenda Agreements

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 SEPT 2016 (9/20) MINUTES (final)

<u>2016-2017 EC & Board Meetings</u>		
<i>EC</i>	<i>Board Meeting</i>	<i>Other</i>
July 12		
Aug 16	Th Spt 1	Retreat 8/26-8/27
Spt 6	Spt 20	Spt 18 new parent reception (4-6pm) 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 7	Annual Mtg 3/4 10am-12pm
Mar 7	Mar 21	Bd.Fac.Par ½-Retreat 3/13, WebAuction
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 OR 29	All Sch Annual Retreat 8/25-8/26/2017

**Santa Cruz Waldorf School Board Meeting
September 20th, 2016**

Administrative Director Report

Enrollment

Enrolled 159 = \$1.678 million

Pending 1

2016-17 Applications:2

Personnel

Extra Support and Assessment Teacher - Pamela York

- Spanish support - Natalie Blackburn
- Volunteer - Julia Berger arrived
- Parent-Tot - Griselda

Operations

Finance Committee –

- 5 year budget
 - Need input from Board as to desired growth rate
 - Need to discuss the definition of Full time employment
- Many families behind in their payments... 30 day letter

Other -

- DANA conference October 12th
- Greening the campus
- Drive for schools underway
- Open enrollment for next year starting

Development

Halloween chair needed

Site

- Beautification day a huge success
- Wasp and rats removal under way

Program

- Mgt team beginning to work with the Program committee
- Preschool aftercare proposal

Mgt team

- Lice
- Wikipedia entry getting closer to being corrected

Legal

- Hold Harmless agreement - need it.
- Need a tax lawyer
- New law AB 2230 signed by governor. 100% of lowest wage in california or 70% of lowest in district, whichever is higher. <http://www.capsso.org/legislation/ab2230/>

Example 1

If the lowest salary currently offered to a credentialed teacher employed by the public school district, or county in which your private school is located is \$50,378, your teachers would be required to earn no less than the *greater* of the following to qualify for exempt status:

1) $\$50,378 \times .70 = \$35,265$ or,

2) the lowest salary currently offered to a credentialed public school teacher anywhere in the state.

If, for example, the lowest salary offered statewide is \$30,000, then \$35,265 would be the greater of the two figures, and teachers in your private school would need to be paid no less than **\$35,265** to be deemed exempt.

Example 2

If the lowest salary currently offered to a credentialed teacher employed by the public school district, or county in which your private school is located is \$40,472 your teachers would be required to earn no less than the *greater* of the following to qualify for exempt status:

1) $\$40,472 \times .70 = \$28,330$ or,

2) the lowest salary currently offered to a credentialed public school teacher anywhere in the state.

If, for example, the lowest salary currently offered, statewide, is \$30,000, it would be the greater of the two figures, and teachers in your private school would need to be paid no less than **\$30,000** to be deemed exempt.

