



BOARD MEETING MINUTES
October 18, 2016

This Board Meeting took place at 7:00 PM at [2103 N Pacific Ave.](#)

“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, Alexandra Woods, Deborah Lindsay (*arrive late*)
Guests: {{Brd Guests}} Candice Achenbach, Kyle, Martina, Jeremy
Expected Absence: Margaret Rosas

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

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

Krista motioned approval of Sept minutes, Mark seconded, and approved unanimously, (7 of 7).

Committee Reports:

1. Preschool Committee Report – Candice
2. Executive Committee Report (15 min) – Mark
3. Finance Committee Report (15 min) – Krista
4. Management Team Committee Report (15 min) – Deborah
5. Site Committee Special Report (15 min) – Richard

7:05pm Preschool Committee Report

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

Substitutes for Preschool needed. Lara will connect with prior connections.

After care: Unanimously in support of moving forward with with the preschool after care program of survey and then posting the aftercare position.

Action Item: Print Lic 503 and get Mark's signature

7:20pm Executive Committee Report [verbal]

EC uses agenda similar format as the Management Team Report.

Shorter meetings since more maintenance work done; less need for crisis management

7:35pm Finance Committee Report [verbal]

Annual Report Preparations with Development Committee input

Waiting still on numbers from End of the Year and Quarterly report.

Looking pretty good but actual numbers later.

7:45pm take five bio-break

7:50pm Management Team Extended Report [[link](#)]

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

Five year budget draft initial review.

Future Agenda Item: Finance Committee recommendation for tuition with 5 year budget.

Include strategy to meet the budget gap with tuition plus addition.

EC will discuss how to plan the long-term planning of the school finances.

30-day notice follow up (less than 10 students).

Future Agenda Item: Green Statement approval.

8:35pm Site Committee Report [verbal]

Special Report on Long-term Planning Process

Clearing drainage ditch parallel to the parking lot will help drainage flow.

Then clear culvert.

Redwood grove will be limbed up

1st and 2nd grade fence starting at Kendra's coatroom as far as it goes—getting quotes.

Verify the fence line with survey.

Driveway: not being redone yet but will use DG to fill potholes.

Waiting on electrical review details:

pump in garden needs to be repaired immediately (\$5k).

office wiring is knob and tubing with cloth covers and needs to be replaced.

K electric boxes need to be replaced. (lowest priority of these three).

K-12 solar program: \$8k per year then pay; \$6k per year for next 20 years.

Land-use architect update: a local architect who can do master plan meetings is putting together a full proposal (\$10k for 3 meetings)

Action Item: Deborah ask Alicia to follow up on the major donors to keep them
Any land use consultants, architects in community.

Dialogue, Discussions & Decisions:

6. Upcoming Officer Transitions Discussion (15 mins) — BoT

8:45pm Upcoming Officer Transitions Discussion

Anticipated transitions in President, Secretary officer positions in March 2017

Went around room to identify intentions of current board officer and trustees.

No changes: Krista (staying as trustee and treasurer), Christopher, Richard, & Alexandra

Departing from board: Mark (and as president)

Changing officer positions: Lara (secretary no longer, open to president), Jodi (VP)

SKIPPED Check In/Overflow (5 mins) – BoT

Including check in on [Board Reporting Calendar](#) & Meeting Schedule.

Question about Adding part-timers to the insurance (needs to be decided by end of November)

8:45pm Closing of Open Meeting – BoT

8:45pm-9:00pm Closed Session

Confidential Personnel Matters

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

SCWS Board Meeting (2016-10-18) MINUTES (dft 11/13)

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.

2016-2017 EC & Board Meetings

<i>EC</i>	<i>Board Meeting</i>	<i>Other</i>
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

Appendix A - Management Team Report

**Santa Cruz Waldorf School Board Meeting
October 18th, 2016**

Administrative Director Report

Enrollment

Enrolled 158 Pending 3 2016-17 Applications:3

2017-18 admissions application open beginning of November

Personnel

Annual insurance renewal underway

- Aetna and Kaiser and PEO, 8% increase/ -2% or 2% increase/ on par
- Can offer to part time folks
- PEO update
- Housing for David-Michael

Operations

- Dana conference went well
 - Highlights - see below
 - Fingerprinting parents

Finance Committee –

- Annual review under way
- 5 year budget draft (see attached)
- Further changes to salary structure
 - FLSA
 - AB 2230 - **Effective January 1, 2017, the current twice-minimum wage paid on a monthly basis criterion will no longer be in effect.**
- Next steps with Families behind in payments
- Tuition recommendations 2.25% or 2.5%
- Raising application fees to \$95 recommendation

100% of lowest wage in california or 70% of lowest in district, whichever is higher.

<http://www.capso.org/legislation/ab2230/>

Other -

- Green Statement - approval by BOT needed

The Santa Cruz Waldorf School embraces a thriving, regenerative world for future generations. Our philosophy to bring this world forward is to encourage a zero-waste campus life, resource conservation, elimination of toxic substances wherever possible, purchasing environmentally conscious products and continued deep nature-based education.

- AWSNA survey underway

Development

Update on Concert

AGC - 100% BOT participation for capital campaign benefit

Volks were chosen as Volunteers of the year and taking them to lunch on the 28th.

Site

- Waddles going in
- Redgrove Nov 1st
- Path to creek needs repair, asked Don for ideas
- Ditch clearing
- Met with local architect - Peter Cook getting status update from County

More from Richard

Program

- Nothing to report

Mgt team

- Google fixed!

Legal

- Workmans comp claim initiated

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) $\$40,472 \times .70 = \mathbf{\$28,330}$ 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.

Appendix B - Preschool Committee Report

Candice Achenbach

Personnel status

1. We are fully staffed for our day to day program.
2. We are in need of qualified substitutes.
 - a. We have put a notice in the enews
 - b. Candice has posted on the Cabrillo online job board and sent over a flyer for in the ECE student resource room at Cabrillo
3. We may need to hire an afternoon teacher if the aftercare program is approved

Communications (with analysts, community, etc.)

1. Committee Goals
 - a. Support Candice in taking on the director & lead teacher role and in working with Heather, parents, and children, as well as the early childhood colleagues. (SP#2: Teaching Excellence)
 - b. Collect/organize data about early childhood enrollment Parent-Tot, Preschool, and K (SP#6: Outreach & Development)
 - c. Clearer picture for doing off-site possibly in addition to expanding preschool to aftercare proposal (SP#5: Finance & Facilities)
2. [Aftercare proposal for approval](#) This has been approved by the Early Childhood Department, The College of Teachers, Management Team and the Executive Committee.

Licensing

1. We need to send the new LIC503 forms
 - a. One for Candice signed by the board president
 - b. One for Heather signed by Candice
2. We need to update our license because it states ages 3-6 and needs to say 30 months - Entry into Kindergarten or 6 (some LPA's prefer an actual age some prefer Entry into Kindergarten).
3. The steering committee needs to discuss the name of the program for licensing. When we expand to more than one class they won't all be called Rosebud Playgarden.

Budget

Income	Budgeted	FYTD (Aug - Sept)
9 Children 4 Day Tuition \$7800	\$100,000.00	\$33,280.00
10 Children 2 Day Tuition \$3900		
Registration Fee 19@\$500	\$9,500.00	\$4,000.00
Supply Fee 10@\$250 9@\$500	\$6,500.00	\$11,300.00
Total Income	\$116,000.00	\$48,580.00
Expenses		
Teacher and Assistant Salary	\$64,085.00	\$9,057.00
Supplies	\$1,500.00	\$1,026.00
Food	\$1,300.00	\$400.00
Total Expenses	\$66,885.00	\$10,483.00
Preschool Net	\$49,115.00	\$38,097.00

Site Planning

Short Term

1. Flooring in Preschool Room
2. Heating for Preschool Room
3. Vines/Trees for Yard
4. Shade for sandbox
5. Something for children to climb in yard

Long Term

1. Offsite location
2. Additional space onsite for another preschool class to support the two onsite Kinder classes
3. A dedicated parent toddler space (either onsite or offsite) to feed into the additional preschool classes and onto Kinder
4. If current room is to remain a preschool class adjusting the height of chairs and tables and redoing the cubby room to better accommodate the size and number of children in the class.