



BOARD MEETING MINUTES
November 2016 (11/15/2016)

This Board Meeting 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, Richard Corbal, Christopher Sblendorio, Margaret Rosas, Alexandra Woods,

Via Conference Call: Deborah Lindsay

Expected Absences: Krista Cook

7:12pm Welcome and Verse (3 min) – All

7:11pm Board Minutes Approval (2 min) – All

[October 2016](#)

Lara motioned approval of October 2016 minutes, seconded, and approved unanimously.

Committee Reports:

1. Management Team Extended Report (30 min) – Deborah
2. Governance Committee Report (15 min) – Margaret
3. Development Committee Report (10 min) – Alexandra
4. PA Report (10 min) – Alexandra
5. COT Report (15 min) – Jodi

7:12pm Management Team Report

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

SCWS Board Meeting (11/15/2016) MINUTES

Enrollment opens up in the spring.

Q: Budget expenses up, where income coming from?

A: Pedagogical Director funds not used since hiring pending.

Action Item: Deborah will notify private security, police & UCSC about homeless encampment on UCSC land near SCWS that might be part of unauthorized facility entry.

Q: Site budget big enough to fit pump house electrical & Kinder maintenance.

A: Yes.

7:44pm Governance Committee Report

See minutes link text in [Appendix B](#). Verbal report and Q&A documented below.

Elections Discussion: 3 seats we need to fill—President, VP & Secretary

Living Strategic Plan: Each Board Report identifies Focus Areas and/or part

Action Item: Margaret will send Board Report Template asap to use for Dec BoT.

8:05pm Development Committee Report [verbal]

Annual giving campaign at \$31k of \$50 goal.

- Fall Annual Giving Campaign: most public but not the big \$, more about participation.
Purpose: build tradition and history of giving.
- Events: Festivals, Anniversary events, etc.
Purpose: make organization visible and community development.
- Major Gift Campaign: Menu of higher cost needs.
Purpose: Big fundraising.

Recommend AWSNA's webinars at <https://waldorfeducation.org/>

8:23pm PA Report [verbal]

Boost script participation; can register credit cards and apps.

Ideas Restaurant Fundraising: Saturn, Darma, Cafe Gratitude

8:30pm COT Report [verbal]

Working on strengthening the committee work.

- Mentoring and Evaluation Committee doing great (several evaluation done and visiting across classrooms)-->Teaching Excellence *Put on Major Gift Menu.
- Program Committee going well
- Child Study process is 4 weeks
- Agenda Committee prioritizing items using a consensus model
- Shepard's play discussion
- Insurance discussions

Link budget increases to the Strategic Plan

Dialogue, Discussions & Decisions:

6. Extension of MT Rpt: Motions Recommended (20 mins) — Deborah

8:45pm Extension of MT Rpt: Motions Recommended

Green Statement, 2017-18 Tuition Recommendation, Pedagogical Director Budget Line item

Board Resolution: Mark motioned adopt the following green statement as an organization, seconded by Christopher and approved unanimously by the board (7 of 7).

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.

Report into Green Business Certification document, website, e-News press release.

Board Resolution: Mark motions that we amend the chart of accounts to add a line for Pedagogical Chair item, seconded by Lara and unanimously passed by the board (7 of 7).

Consensus that the minimum increase to meet our obligations is 2.5% over the next 5 years. Postponed final decision and vote until more information is known about proposed budget overall.

8:35pm Check In/Overflow (5 mins) – BoT

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

8:40pm Closing of Open Meeting – BoT

Personnel Discussion

8:40pm-9:00pm Closed Session

Agreed to make titles more consistent. Director titles for salaried exempt positions; Coordinator titles for hourly non-exempt positions. Use of interim designation during trial or training period.

Future board: Vacation and Time off for Faculty and Staff by CoT & MT

9:00pm Closing – BoT

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:

SCWS Board Meeting (11/15/2016) MINUTES

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.

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: Administrative Director Report

**Santa Cruz Waldorf School Board Meeting
November 15th, 2016**

Enrollment

Enrolled 160 *Pending* 1 2016-17 Applications:5

2017-18 admissions application open

Personnel

- 3 Teachers to receive increases in December = \$10460
- Now one salary tier for faculty.
- Alicia's position also needs to be increased \$4663 to \$47,476, and a title change additional discussion during closed session.
- Total salary changes for 16-17 is \$10,148, plus \$1 increase for treasure tree gals from \$10 to \$11 will be less than \$1000 for the year.
- Allen going to non-exempt
- Annual contract
- Hourly breaks

Operations

- Break in's and solutions
- Getting an AED for the school
- Green Statement - voted on later in meeting

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Finance Committee -

- Next steps with Families behind in payments
- Tuition recommendations 2.5% - for discussion & vote later in meeting
- Raises for next year...
- Trying to have next year's draft budget to the committee by Dec 8th.
- Changing the Chart of Accounts to add the Ped Director line item - for discussion/vote

Development

- AGC update

SCWS Board Meeting (11/15/2016) MINUTES

Site

- What happened in the Redwood Grove Nov
- Neighbor not interested in fixing the path to the creek
- Met with local architect - Peter Cook getting status update from County
- Pump house electrical #1 priority now but will be over 5K, Kinder next... getting quotes.
- Rain update

Program

- Getting their budget recommendation to me by Dec. 1st.
- Taking recommendations for the money not being used by the Ped Director position
- Collection company found and starting a relationship with.
- PreK ASP development underway

Mgt team

- Should we put out a statement about me leaving?

Legal

- Workmans comp claim initiated

Appendix B: Governance Meeting Agenda & Minutes
11/3/16 6-8pm @Looker

[Minutes](#)

[1. Calendar](#)

Minutes

Attendees: Scott Olmsted, Margaret Rosas, Jodi Casey

Absent:

Next Meeting: December 8, 6pm @ Looker

1. Calendar

Governance Meetings

12/8

1/10

2/28

3/28 (possibly no Scott)

4/20 (spring break) or 4/25 (no Scott)

5/9

6/20

2. Board Recruitment

Secretary

Vice President

President

Skills we'd like

- Development talents
- Legal
- Construction / Land Use
- Water

Action Items:

- Check in with Alicia to check our network (alumni, current parents, others) regarding recruitment (Jodi)

3. Committee Goals

Agenda for next meeting

Annual Meeting
Mid-year retreat

Master Plan -- 1-5pm -- 4 hours

Blocks, butcher paper, dream what you want; tactile

4. November Board Report

Elections Discussion

How do we make the board meeting a place to keep the strategic plan alive.

- Linking back budget changes to the strategic plan

Goal # 1 Teaching Excellence

Goal # 2 Student Experience

Goal # 3 Parent Experience

Goal # 4 School Leadership

Goal # 5 Finances and Facilities

Goal # 6 Outreach and Development

5. The Wheel

Wheel (due before next Governance)

Link up these things:

- Strategic plan
- Committee goals
- Board section
- mission/vision
- New bylaws