



BOARD MEETING MINUTES  
December 13, 2016

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**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.”

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*Regular Attendees:* Mark Briscoe, Lara Triona, Krista Cook, Richard Corbal, Christopher Sblendorio, Margaret Rosas, Alexandra Woods, Deborah Lindsay

*Absent:* Jodi Casey

**7:05pm Welcome and Verse (3 min) – All**

**7:10pm Board Minutes Approval (2 min) – All**

Postponed approval of Nov 2016 Minutes until January 2017.

***Committee Reports:***

1. Management Team Report (30 min) – Deborah
2. Site Committee Report (15 min) – Richard
3. Finance Committee Report (15 min) – Krista
4. Preschool Committee Report (5 min) – Lara

**7:10pm Management Team Report**

*See full report in Appendix A. Q&A about report documented below.*

Discussed proposed budget and possible structural changes needed.

**Future BoT Discussion:** Further discussion potential changes.

**Future BoT Discussion:** Tuition plan

Requests: past 10 years tuition, revenue, enrollment numbers,  
REVENUE: 3%, 4%, 5%

**8:10pm Site Committee Report**

*See quarterly report in Appendix B. Q&A about report documented below.*

\$7,500-\$10,000 for 3 meetings by architect. County planning check. Might want to be using a land using person, designer, etc. Don't delay too much with major donor and needing space.

**8:20pm Finance Committee Report** [handouts for trustees only]

Board trustees reviewed 2013-audit pending 2016 profit and loss, final quarter for 2015-2016, and initial quarter for 2016-2017.

**8:48pm Preschool Committee Report** [verbal]

Aftercare development in process  
Mentoring and Evaluation visits  
Exploring off-site options

***Dialogue, Discussions & Decisions:***

5. Winter Study (20 mins) — Christopher
6. Mid-Year half-day Retreat Planning (15 mins) — Margaret

**8:30pm Winter Study**

The Story of Emerson College

Tuition as gift or contribution rather than sale or purchase. The full cost of the course incurs when the first student signs up.

Learning to live by the true value of things rather than the monetary amount. Learn to value what was given and free rather than only what was paid for.

**Discussion:** initial years being higher, others donating for those who had will but not means  
Language is important. Supporting teachers. Contributing to Library.

3 fold-social order.

Spiritual Sphere (Arts, Education) supported by Economic Sphere (Producing)

**8:59pm Mid-Year half-day Retreat Planning**

March 13 1-5pm Strategic Plan/Master Plan.

Physical idea

**9:03pm Check In/Overflow (5 mins) – BoT**

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

**9:00pm Closing – BoT**

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***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 (12/13/2016) MINUTES (1/14 dft)

<u>2016-2017 EC &amp; Board Meetings</u>		
<i>EC</i>	<i>Board Meeting</i>	<i>Other</i>
June 7	June 22	
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

**Appendix A: Administrative Director Report  
Santa Cruz Waldorf School Board Meeting  
December 13th, 2016**

**Enrollment**

*Enrolled* 162 *Pending* 1 2016-17 Applications:4

2017-18 - 14 applied

Financial aid is getting prepped to open Jan 15th til Feb 15th.

**Personnel**

- Griselda taking up Saturday parent tot class - bilingual
- Splitting Admin position
- Ped Chair interviews underway
- Changes to the FLSA
- My goodbye letter going out on Saturday
- Alicia's review
  - position also needs to be increased \$4663 to \$47,476, and a title change

**Operations**

- Break in's subsided
- Now have an AED in the office
- I did an active shooter training and will speak with each teacher individually

**Finance Committee -**

- Draft Budget 2017-18
- Tuition recommendations 2.5% , maybe higher
- Scholarship \$\$

**Development**

- AGC update - \$58K
- Winterfaire update - \$1200
- Spring Forward focus

**Site**

- Pump house and kinder electrical happening over winter break
- Looking to rename the 12t/2nd grade bathrooms
- North Fense - waiting to hear from Gary Trowbridge

**Program:** Nothing to report at this time

**Mgt team:** Nothing to report at this time

**Legal:** Nothing to report at this time

**Appendix B: Site Committee Report**

Site Committee Meeting 12/7/16

Present: Cristina McCutcheon, Deborah Lindsay, Erin Corbal

*Master Planning Update:* Cristina would like to sponsor an item for faculty meeting to confirm consensus of faculty about commitment to growth of the school. With consensus on this, we proceed with master planning from a unified perspective. Without it, it will likely be very difficult to get real commitment to this process of growth from the faculty, which could lead to delays and conflicts. \$7500-\$10,000 for 3 meetings.

*Site Security (locks & keys):* Professional estimate for re-keying all existing locks came back at \$2300. Deborah reports that the EC would like Allen to do the work. Cristina spoke with Allen and he says the work is outside the scope of his abilities. Cristina recommends considering re-keying ONLY the office at this time, as there is no evidence that anyone has entered any of the buildings without permission using a key -- all entries appear to have been through unlocked doors or open windows, and the office is the one building in which information and materials of a sensitive nature are kept.

Regarding the question of the Eurythmy room, we might consider re-keying that lock if people not employed by the school are going to be provided access to the key to that room; however, Deborah will also make inquiry into any potential insurance liability we take on if we do not have an employee present when the Eurythmy room is in use.

*Drainage:* Drainage in front of Kindergarten has improved, but will need to be cleared annually. Professional assessment of drainage culvert under driveway indicated that it is such an old system that removing the debris would likely compromise the structural integrity of the culvert, leaving the driveway entry open to collapse under pressure of weight from vehicles driving over it. In other words, the recommendation was to not clear it until we are ready to replace the entire entry driveway/drainage.

*North side fence:* Neighbor whose property abuts the property line in question is considering willingness to pay for ½ of the work.

*Electrical:* Over winter break, the pump house re-wiring and Kindergarten circuit breaker box rewiring will be completed. This does not include rewiring of the Kindergarten building itself, just the circuit breaker box.

*Site Committee Proposals for Spring Fundraiser Funds:*

Electrical work, Roofing repairs/replacements, or Playground equipment.

Agreement that Playground equipment is likely a more appealing fundraising cause than electrical or roofing work.