



BOARD MEETING MINUTES February 2017 (2/6/17)

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, Krista Cook, Richard Corbal, Christopher Sblendorio, Margaret Rosas, Alexandra Woods, Deborah Lindsay
Guests: Jaden Silva-Espenosa, Nancy Park

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

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

[Nov 2016](#), [Dec 2016](#), & [Jan 2017](#)

Postponed due to late arrival of Secretary caused by weather-related mudslides.

Committee Reports:

1. Preschool Committee (15 min) – Lara & Candice
2. Management Team Report (15 min) – Deborah
3. Development Committee Report (15 min) – Alexandra
4. Finance Committee Report (15 min) – Krista

7:05pm Preschool Committee [\[Link\]](#)

Update about License and off-site planning

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

There was some follow-up discussion about off-site plans. More work to be done.

7:20pm Management Team Report [[Link](#)]

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

7:35pm Development Committee Report [[verbal](#)]

Fundraising (2017 Spring Forward Discussion) and Outreach

Q: Spring Forward Committee: Alicia, Alexandra and Marina thus far (expand as time)

7:50pm Finance Committee Report

2017-18 Budget Available for Board Approval

8:05pm Break for 5 minutes

Dialogue, Discussions & Decisions:

5. Enrollment Planning (20 mins) — Deborah
6. Annual Meeting & Mini-retreat (20 mins) — Margaret

7:40pm Enrollment Planning

Upper Grades Event this week. In future need marketing and enrollment plan.

Discussion about better retention and how that we are at point of needing to set up a waitpool. Also, tracking of *Walk through the Grades* and *Morning in the Kindergarten* effectiveness in leading to admission and enrollment and diversity of families who complete process. Some discussion about community events and delivering postcards/fliers about enrollment events and festivals.

Action Item: Class-by-class list of totals to see where possible to add and where class filled.

8:05pm Annual Meeting & Mini-retreat

Plan to do something about Site. Cristina waiting on Mark and Peter (but they are now waiting for Dedra Hamilton (previous consultant with 4 boxes about Waldorf Plan. Meeting on 2/10.

During the mini retreat collaborating on the vision for the master plan. Mark will facilitate, Gov will bring treats. Needs of the School are set (Mark & Richard meet to determine). Collaborative discussion focuses on how to meet those needs in break out groups.

Annual Meeting: Annual Report being sent out before the meeting (in 1 week).

Sat March 4th 10-12am with joint agenda planning with PA (Alexandra) & Board (Lara)

8:30pm Check In/Overflow (5 mins) – BoT

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

Printout on paper sent home: Instead put tuition numbers inside an envelope or at least fold-up and staple so for parents eyes only.

8:35pm Closing of Open Session

8:40pm Closed Session – BoT & Candice

Closed Meeting Summary and Resolutions

Personnel Discussions

Confidential Budget Discussions

During the Closed Session the following Motions were Passed:

MOTION: Krista make a motion for the maximum financial aid for any incoming Kindergarten tuition to be different for the rest of the school. Maximum financial aid of 10% while later grades will continue to have 40% based on income calculations. All families are eligible to apply to the tuition assistance for extenuating circumstances. Mark second, carries unanimously 8-0

MOTION: Krista motion to approved the 2016-17 budget. Christopher seconded it. Passes unanimously 8-0

9:20pm Closing of Closed Session and Meeting Adjourned

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.

2016-2017 EC & Board Meetings

<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

SCWS Board Meeting (2/6/2017) MINUTES (3/19 dft)

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: Preschool Committee Report for Oct 2016 Board Meeting

Candice Achenbach

Focus Area	Goal	Status
#1 Teaching Excellence	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.	Working with Mentoring and Evaluation Committee, scheduling outside mentor for spring. Hiring committee working to find assistant
#5 Finances and Facilities	Clearer picture for possibly doing off-site in addition to aftercare hours proposal	Last personnel steps in getting aftercare started; some preliminary planning work on off-site possibilities.
#6 Outreach and Development	Collect/organize data about early childhood enrollment Parent-Tot, Preschool, and K.	Will gather data to discuss at Apri meeting

Personnel status

1. We have an interim assistant and are looking for a permanent assistant.
 - a. Local and Waldorf Today postings have not yet resulted in a qualified candidate. Candice is reaching out to previous candidates to see if they are still interested.
2. **Concern:** Assistant required with 14 students. Not required with 12 students. 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. Candice has also posted to UCSC job board and craigslist community section.
3. We have hired an aftercare teacher, Lorie Dodt. We will be confirming an official start date this week.

Enrollment

9 moving up to K. Of those staying, many 2-day kids moving to 4-day slots and a number of new students want 4 days. Only 5 or 6 openings for preschool for 17-18 & likely will have wait-pool.

Licensing

1. We now have an assigned LPA his name is Joseph.
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).
 - a. Candice is checking with Joseph to see what documentation is required for this change

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.
4. We need to update the hours of operation with licensing. The original application says 8-5:30pm but current documents reflect 8-1pm.
 - a. Candice is working with Joseph on what documentation is needed to update this
5. Due to not having anyone on our Sub list, when the preschool assistant is sick Candice is alone for the day. This has generally worked out as a few children are usually absent so we are within the legal ratios. The only solution Candice can think of at the moment to ensure that we are never out of ratio would be to limit the class size to 12 children. There may be other creative solutions.

Budget

Candice will send updated numbers for the next board report.

Site Planning

Short Term

1. Flooring in Preschool Room
 - a. Scheduled for April
2. Heating for Preschool Room
 - a. Scheduled for February
3. Vines/Trees for Yard
 - a. Erin is helping with purchasing vines/trees and planting at the ideal time
4. Shade for sandbox
 - a. On hold
5. Something for children to climb in yard
 - a. On hold because creating the required fall zone is expensive

Long Term

1. Offsite location
 - a. Preliminary numbers for an offsite operating budget show availability of funds for rent to fall around \$2000 for a 12 child program or \$4000 for a 24 child program per month. This is likely not sufficient to rent an appropriate space at current rental rates. Liz is going to review the numbers for accuracy. If these numbers are accurate we will be looking for that opportunity of a lifetime space, but will need to be aware that it may take a long time before we find such a space.
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.
 - a. Proposal into building and grounds, this would likely happen over the summer if it is approved.

**Santa Cruz Waldorf School Board Meeting
February 7th, 2017**

Appendix B: Administrative Director Report



Enrollment

Enrolled 162 *Pending* 0 2016-17 Applications:5
2017-18 - 20 applied

Personnel

- Ped Chair interviews underway - Arn Krugman coming March 1-3rd.
 - BOT dinner March 1st?
- PreK Assistant - posted
- Admin Director - posted
- Hiring committee forming... Deb, Jodi, Natalie Blackburn, need a BOT member
- 7 teachers going to February conferences - rest are doing study groups on campus

Operations

- Green Campus update - we're Certified!!!

- Organ Relay
- Allschool photo March 2nd or **9th**

Development

- Spring Forward focus - play structure rebuilt?

Site

- Kinder electrical complete in Feb break
- Someone doing wheelies on our property
- PreK floor going in over April break... need two volunteers for two days... TBD

Program

- School statement of inclusion?

Mgt team

- none

GO RAVENS

Next week the Waldorf Volleyball team will play their first game against Tierra Pacifica at the Life Oak Elementary Gym (1916 Capitola Rd). Come and cheer them on!!

Tuesday, Feb. 7th at 3:45pm Tierra Pacifica playing their 7th grade at 1916 Capitola Rd at Life Oak Elementary

Tuesday, Feb 14th 4pm PCS playing against their 7th/8th at the former PCS gym (Swift Rd)

Wednesday, Feb 15th 4pm Holy Cross playing against their 7th at Holy Cross

Wednesday, March 1st 4pm Gateway playing against their 7th/8th at Circle Church

Mon/Tues/Wed March 6th-8th Tournament, at least one game/day after school at Holy Cross, details will follow

Tuesday, March 14th 3:45pms Tierra Pacifica playing their 7th grade at 1916 Capitola Rd at Life Oak Elementary

Thursday, March 16th 4pm Gateway playing their 7th/8th at Circle Church

Thursday, March 30th 5pm Good Shepherd 7th/8th at Good Shepherd