



BOARD MEETING MINUTES

March 21, 2017

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, Nancy Park, Andrew Griffin, Deborah Lindsay

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

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

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

Mark motioned approval of Nov, Dec, Jan & Feb minutes, Christopher seconded, and approved unanimously.

Committee Reports:

1. Management Team Report (20 min) – Deborah
2. Board Officer & Chair Elections (10 min) – Mark
3. Governance: Overview of Trustee Responsibilities (15 min) – Margaret
4. Finance Report (15 min) – Krista
5. PA Report (15 min) – Alexandra
6. COT Report (15 min) – Jodi

7:05pm Management Team Report

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

2017-2018 Teacher Update: 1st grade Esther Centers & 6th grade Scott Olmsted
Deidre Hamilton contract (Planning consultant) & Rodney Cahill (engineering design)

Board Resolution: Mark motioned to adopt the tuition remission policy included below and in the Management Team Report. Motion seconded by Jodi Casey, and approved unanimously by the board.

The Santa Cruz Waldorf School offers full tuition remission for full time faculty, program lead faculty and director level staff. Remission is commensurate with contracted hours, for example; $\frac{3}{4}$ time contracts receive $\frac{3}{4}$ remission.

All staff and faculty receive complimentary child care during their regular work hours.

Day camps available to staff and faculty when working during those hours at no cost, strings rentals and class activity fees are not included in the tuition remission packages.

There are no registration fees for Full time teachers, Program Leads and Director Level staff.

7:25pm Board Officer & Chair Elections

5 Parent-Trustees nominated by the parent association:

Lara Triona, Margaret Rosas, Krista Cook, Andrew Griffin, and Nancy Park

Alexandra voiced each Parent Association nomination, each was seconded by Mark, and all were approved unanimously by the board.

Each of the following board of trustee officer and committee chair positions were motioned, seconded and approved unanimously:

Lara Triona as President

Jodi Casey as interim Vice President (to be replaced in June)

Andrew Griffin as Secretary

Krista Cook to continue as Treasurer

Margaret Rosas as Governance Committee Chair

Nancy Park as Development Committee Chair

Cristina McCutcheon as Site Committee Chair (with Richard serving as liason)

Lara Triona as Preschool Committee Chair (to be replaced asap)

7:40pm Finance Report

2nd quarter report (hard copy); TA committee on Sat.

Budget vs Actual pretty matched, but maintenance has been high (bring reserves down).

MOTION: Krista make a motion to contract with Deidre Hamilton for planning consulting services (Retainer of \$3000. \$9-12,000 for 50-70 hours.) Lara 2nd motion and approved unanimously.

7:55pm Governance: Overview of Trustee Responsibilities [[On-Boarding eBinder](#)]

Discussed Welcoming chapter and did quick walk through of the On-Boarding eBinder.

8:10pm PA Report [[verbal](#)]

May Faire & other upcoming events

May Faire Meetings on Friday at drop-off; Poster going into Grow-Up Santa Cruz April edition. 7th grade parent Victoria Steinbach (looking for a co-chair for May Faire to pass onto) Art projects underway for auctioning at May Faire

Volunteers exploring ways to better encourage all parents to engage. Brief discussion of the concerns about commodifying the volunteer hours. Wide-agreement about increasing the honoring of volunteers who do give much time and energy to the school.

8:25pm COT Report [[link via email](#)]

Faculty-Board Retreat Discussion about Room Usage: Lower grades fitting into small room and upper grades fitting into small rooms (discussion about Yurt or 35' by 45' tent: \$1200-1500/mth). New Pedagogical Director & Administrative Director will be a big change. Planning goal of getting permits over the summer so can start building next year. Keeping Eurythmy Room as for Orchestra, Chorus, and other.

Master Plan Priorities then the next steps:

- Ad Hoc Committee
- Talk to Diedre Hamilton about timelines & steps required to get Sept 2018
- Designer or architect to update.

Dialogue, Discussions & Decisions:

7. John Bloom Three-Fold Social Organism Workshop (20 mins) — Christopher

8:40pm John Bloom Three-Fold Social Organism Workshop

Discussed an article by Nathaniel Williams article from Spring 2016 "Steiner in the Twenty-First Century". Economic realm with brotherhood; Policy realm with rights, justice and fairness; and Cultural with freedom.

Three-fold social organization was a separate association from the Waldorf school and Anthroposophical society.

8:55pm Check In/Overflow (5 mins) – BoT

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

9:00pm Closing – BoT

Actions taken between meetings:

Motion made via email voting to contract with Mesiti-Miller (engineer responsible: Rodney Cahill) to make modifications to the previous designs to address culvert issues in a way that meet the needs for the master plan design (estimated as \$5,000-10,000), Communicated by Deborah Lindsay based on Deidre Hamilton's recommendation. Individually approved by all board trustees.

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.

SCWS Board Meeting (3/21/2017) MINUTES (4/10/2017)

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>
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
March 21st, 2017**

Administrative Director Report

Enrollment

2017-18 - 48 Enrolled, 80 pending, 21 on hold, 32 applied, + 5 incomplete

Personnel

- Ped and Admin Director interviews still underway
- PreK Assistant - filled
- Hiring committee report
- New accounting assistant - Maggie Deng... been training with Melissa.
- Melissa's last day is this friday

Operations

- Still reviewing other PEO's
- Moving Finance into Development office - prepping room for Ped Dir. & more faculty space. Painting it, new desk, couch, etc.
- Deidre Hamilton and Rodney Cahill

Development

- Spring forward is going along well... STD out soon, caterer solid, donated wine, champagne (griselda doing a trade for us)
- G Day is going well
- May Faire - still need a co-chair and some reps 1st and K

Site

- 8th grade/woodshop electrical is planned for April break
- New fire alarm panel installation scheduled, system will auto-connected to the fire department
- New heater for 4th grade
- New floors for Preschool
- Classroom decisions for 2017-18

Program

- Camps coming along, just working on the registration process
 - 4 Dexter camps - 1 week long each

- 2 PreK camps - 2 weeks long each
- Parent child Saturday classes are filling up - will continue next year.

Mgt team

- Jodi to stay on until summer, Esther rolling off in June

Legal

- none

Finance Committee -

- Krista to report out
- Tuition remission for director positions policy - needs a vote to approve

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