



BOARD MEETING MINUTES

April 11, 2017

This Board Meeting begins 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.”

Attendees - Margaret Rosas, Alexandra Woods, Nancy Park, Krista Cook, Jodi Casey, Deborah Lindsay, Andrew Griffin, Lara Triona

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

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

[March 2017](#)

Krista motion to approve, Lara seconded, approved unanimously (8/8)

Committee Reports:

1. Preschool (20 min) — Candice
2. Management Team Report (20 min) – Deborah
3. Governance Report (15 min) – Margaret
4. EC report (15 min) - Lara

7:05pm Preschool Report

See appendix A for full report.

- Kyle Lutz starting 4/24 - transition with Maddie planned and communicated to parents
- 7 children returning, interviewed and accepted 9 families

SCWS Board Meeting (4/11/2017) MINUTES

- Tabling offsite location planning until further notice. Committee will discuss and return to the board with a formal proposal

7:25pm Management Team Report

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

- SC County Voucher program for preschool - will send to prek committee for review
- Proposal to replace North fence - Lara motioned to approve, Krista seconded, unanimously approved (8/8)
- Neighbors to the south have offered to build a fence along property line. Asked SCWS for assistance with removing wood and other debris, as well as reimbursement for a portion of the materials (\$1500)
- New play area - reviewed the plan drafted by Christina. She will meet with Development committee to discuss next steps
- In-depth discussion regarding open AD and PD positions, specifically the challenges being faced with filling the AD position. Several options proposed and discussed. Jodi to initiate a conversation with CoT. Further discussion will continue via email

7:40pm Governance Report

- Rescheduled for next month

7:55pm Exec Committee Report

- Clarify details on minutes to be provided to board - add AD report and EC minutes links to future agenda emails

8:10pm Dialogue, Discussions & Decisions:

Calendar review and discussion (tentative approval in May)

- Proposed moving annual meeting from 3/3/2018 to 3/10/2018. Mgt team to review and discuss

Administrative Director Benefits

See Appendix C for full details on Benefits Schedule

- Andrew motioned to approve Category A parameters for AD position, Margaret seconded. Approved unanimously (8/8)

Master planning committee charter and membership - [Link](#)

See Appendix D for full report.

- Mark Briscoe, Alexandra Woods, Peter Cook, Scott Olmstead, AD (Deborah for now), Nancy Park, Cristina McCutcheon.
- Chair will be selected and approved by committee
- Lara proposed to approve the Master Planning Committee charter, Krista seconded. Approved unanimously (8/8)

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

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

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:

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.

| | <u>2016-2017 EC & Board Meetings</u> | |
|-----------|--|--------------------------------|
| <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, |

SCWS Board Meeting (4/11/2017) MINUTES

Spring Forward 5/20

Jun 6
July 11

Jun 13

2017-2018 EC & Board Meetings

| EC | Board Meeting | Other |
|-------|---------------|---|
| Aug 8 | Aug 22 | All Sch Annual Retreat 8/25-8/26/2017 |
| Spt 5 | Apt 19 | School Start 9/6, Back to School Night 9/20 |
| Oct 3 | Oct 17 | Michaelmas 9/29&30 |
| Nov 7 | Nov 21 | |
| Dec 5 | Dec 19 | Holiday Parade 12/2; Winter Fair 12/9 |
| Jan 2 | Jan 16 | |
| Feb 6 | Feb 20 | |
| Mar 6 | Mar 20 | Mid-Year Retreat 3/12 (1-5pm) |
| Apr 3 | Apr 17 | |
| May 1 | May 15 | Grandparents Day 5/4; May Fair 5/5; Spring Forward 5/19 |
| Jun 5 | Jun 19 | Last School day 6/7 |
| Jul 3 | Jul 17 | |
| Aug 7 | Aug 21 | All Sch Annual Retreat 8/24-8/25/2018 |
| Spt 4 | Spt 18 | School Start 9/5/18 |

Appendix A - Preschool Committee Report

Preschool Committee Quarterly Board Report

Lara Triona and Candice Achenbach

April 2017

| 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. | Evaluation finally occurred, Shea is working on the write up. Esther and Richard have helped with some parent concerns. |
| #5 Finances and Facilities | Clearer picture for possibly doing off-site in addition to aftercare hours proposal | Aftercare started. Off-site recommendations detailed below |
| #6 Outreach and Development | Collect/organize data about early childhood enrollment Parent-Tot, Preschool, and K. | Data still needs to be collected and reviewed. |

Personnel status

- *Assistant Position:* Kyle Lutz was hired and will be starting 4/24. He had glowing references both official and unofficial and the children really liked him. Maddie will continue to be on the sub list and will likely work with Shea to continue her experience with Waldorf Early Childhood.
- *Aftercare Position:* Started after February Break. 2-3 children every Monday and Wednesday, occasionally have children on Tuesday or Thursday. There is a need for the program happen consistently on Tuesday and Thursday and to be for longer hours in order for it to be viable for Laurie (or almost anyone) long term.
- *Summer Camp:* Laurie will be offering a summer camp program. The flyer is linked below.
 - [Flyer for Summer Camp](#)

Concern: Assistant required with 14 students. Not required with 12 students. Also 14 is not the ideal number for children in this age range. Current best practice is a 4:1 ratio for 2-3 year olds and 6:1 ratio for 3-5 year olds.

Enrollment

7 returning children. We interviewed and accepted 9 families. 8 families already had a connection with the school (parent tot, staff, alumni, siblings). Through the flexibility of a few families we were able to accommodate all 9 families and all families have at this point enrolled. There are 3 applicants that have not been interviewed and several families that attend the Open House on Sunday stated their intent to apply. All of these families will be interviewed in May and will be placed in the wait pool.

Communications

Parents have been notified about Kyle's hire and the transition from Maddie to Kyle. Maddie and Kyle will both work for the Monday and Tuesday following break.

Licensing

Currently nothing to report; Sending in the updated forms tomorrow.

Site Planning

Short Term

- Flooring in Preschool Room -
- Heating for Preschool Room - more logistics need to be addressed
- Vines/Trees for Yard - Erin will be planting these as part of her work on campus the week of the 24th.
- Shade for sandbox - Erin and I have talked about a Maple tree to create shade in this area. For now there is sufficient shade in the play yard.
- Something for children to climb in yard - still a big need, creating the appropriate fall zone will be expensive (8-10 inches of bark or other absorbent surface below the structure for a 6' radius).

Long Term

- Offsite location - [Preliminary operating budget numbers](#) show a deficit of anywhere from \$26,000 to \$13,000 per year with the current program. Improving these numbers would mean significant changes to the program and this would need a thorough investigation before moving forward. My current recommendation is that we further clarify what our goals and vision for the entire Early Childhood Experience at SCWS is before we move forward with an offsite location. Currently our preschool program offers 7-10 solid children to the Kindergarten classes, thus allowing the Kindergarten teachers to choose the best candidates from the pool of families applying. This strengthens the rising 1st grade and adds great value to the school as these families progress through the grades.
- Additional space onsite for another preschool class to support the two onsite Kinder classes
- A dedicated parent toddler space (either onsite or offsite) to feed into the additional preschool classes and onto Kinder

SCWS Board Meeting (4/11/2017) MINUTES

- 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.

Appendix B - Management Team Report

**Santa Cruz Waldorf School Board Meeting
April 11th, 2017**

Administrative Director Report

Enrollment

2017-18 - 120 Enrolled, 25 pending, 22 on hold, 14 applied, 6 not attending

News on Vouchers

The Santa Cruz County Parents Association has a voucher program to subsidize childcare for low income families. Once a full month of care is complete, we would submit our paperwork and the Association would pay for the care (it is paid monthly, after the care). Payment might be for the full cost of care or it might be partial and the parent would be responsible for the difference. The parent chooses the daycare center and the contract is with the parent and us. They reimburse for excused absences (i.e. illness of the child or parent); 10 best interest days of the child fiscally 7/1-6/30 (i.e. they are visiting grandparents) and 10 closure days. After this, the parent is responsible. They provide attendance forms that need to be signed by the parent and submitted back to them. In terms of registration fees and supplies fees, they pay based on a regional market rate ceiling, if our rate falls under that, they might be able to reimburse part or all of the registration, but if our monthly rates exceed the ceiling, then the parent is responsible.

Personnel

- Ped and Admin Director interviews still underway
- Brainstorm alternative scenarios

Operations

- Office closed Thursday and Friday for electric work on campus
- New floor installed in PreK over break
- Master plan committee members? - need to set up a meeting

Development

- Spring forward, G Day, May Faire - All coming along.. People need to sign up for things.

Site

- Culvert update
 - Sent in request for emergency \$\$ from state
 - Damage is under the bus lane, county responsibility
- Yurt/Tent update - use permit/ building permit
- New fire alarm panel installation yet to be scheduled

SCWS Board Meeting (4/11/2017) MINUTES

- South fence offer - \$1500 for wood only
- North fence - need approval
- Playground concepts
- Window update - need approval
- Ordered a particle filter for woodshop

Program

- Camps - registration open now
- Need to have preschool committee meeting

Mgt team

- Faculty Chair update
- Working with MEC on deeper faculty relations work

Legal

- Fingerprinting incoming 1st grade parents?
- Doing a driver's license check with 3rd grade parents and up?

Finance Committee -

- Admin Benefits
- King Scholarship update

SCWS Board Meeting (4/11/2017) MINUTES

Appendix C - General Benefits Schedule for Administrative Staff

| Non-Faculty Administrative and other Non-Teaching Staff | | | | | | | |
|---|--|---|---|---------------------------------------|---------------------------------------|--|--|
| <i>Effective August 1st, 2017</i> | AD/PD | Directors | Coordinators and Managers | Store & Assistants | Store | | |
| | Exempt Salaried | | Non-Exempt Hourly | | | | |
| | Category A | Category B | Category C | Category D | Category E | | |
| Load | Regular FTE or Regular Part-time 30 hours+ pr/wk | Regular FTE or Regular Part-time 30 hours+pr/wk | Regular FTE or Regular Part-time 30 hours+pr/wk | Regular Part-time 10 - 30 hours pr/wk | Regular Part-time less than 10 hours+ | | |
| Holiday Schedule | Admin | Admin | Admin | Admin | Admin | | |
| Medical/Dental/ Vision LT Disability | X | X | X | | | | |
| Tuition Remission | X | X | | | | | |
| Paid Bereavement Leave | X | X | X | | | | |
| Paid Holidays | 18 Days | 18 Days | 18 Days | | | New Years Day, Day After NY's, MLK Jr, Presidents Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas | |

SCWS Board Meeting (4/11/2017) MINUTES

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|--|----------|----------|----------------------------|----------|----------|----------------------------|--|
| | | | | | | Eve to New Years Eve Week. | |
| | | | | | | | |
| Paid Sick Leave | 96 hours | 96 hours | 96 hours | 24 hours | 24 hours | 12 days/ 3 days | |
| | | | | | | | |
| Vacation | 4 weeks | 3 weeks | 2 weeks | | | | |
| | | | | | | | |
| Summer Camp Remission | X | X | 100% if working 50% if not | 50% | 25% | | |
| | | | | | | | |
| Life Insurance 2x Salary up to \$100K | X | X | X | | | | |
| | | | | | | | |
| 401K Participation | X | X | X | | | | |
| | | | | | | | |
| FSA Participation | X | X | X | | | | |
| | | | | | | | |
| General Notes: | | | | | | | |
| SCWS will designate on an annual basis which employees fall within the Categories based on assessment of responsibilities. | | | | | | | |
| Tuition Remission is available for exempt non-faculty, | | | | | | | |

SCWS Board Meeting (4/11/2017) MINUTES

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|---|--|--|--|--|--|--|--|
| prorated at their % of FTE. | | | | | | | |
| Vacation times can not be taken within first six months of employment. | | | | | | | |
| Any vacation time over 1 week needs to be approved by Administrative Director | | | | | | | |
| All vacation time must be used in the calendar year it is received, vacation time does not roll over from year to year. | | | | | | | |
| | | | | | | | |
| Administrative Director Specific Notes: | | | | | | | |
| Any vacation time over 1 week long needs to be approved by the Executive Committee | | | | | | | |
| Two weeks of vacation time must be used in July. | | | | | | | |



Master Planning Committee Charter

Draft to be Approved by the Board of Trustees and Adopted on April 11, 2017

1 Introduction

This document, the Santa Cruz Waldorf School Master Planning Committee charter, is owned, maintained and approved by the Board of Trustees.

The following document will describe the charter, committee authority, accountability, membership requirements and reporting procedures.

2 Role

The Master Planning Committee is delegated authority to gather information and to make recommendations to the Board regarding the development of the master plans and oversee implementation of the plans which could include: campus buildings and grounds, play areas, structures and landscaping in keeping with the school's vision.

3 Responsibilities

The Master Planning Committee's specific responsibilities include:

- 3.1 Make recommendations to Board on master planning process including regular updates about timelines, drawings, costs, and capital campaign.
- 3.2 Collaborate with the Site Visioning committee and hired consultant(s) and/or contractor(s) for ideas, proposals, discussions, research/leads, costs and so forth.
- 3.3. Engage with the Development and Finance committee to ensure the capital campaign, loans or other sources of funds towards completing the master plan can meet the projected costs of the master plan.
- 3.4 Lead ongoing discussions about master planning and how it meets the needs of current and future students with various bodies including the Faculty, Parent Association and the Board.
- 3.5 Establish a process and phased plans for master plan implementation.

4 Authority

4.1 The Master Planning Committee shall not have the authority to:

- 4.1.1 Decide the budget amount spent on the site.
- 4.1.2 Take on any new debt
- 4.1.3 Manage the day-to-day maintenance of the school and its property

4.2 Decision-making authority

- 4.2.1 No Decision making authority is granted to this committee.

5 Membership

5.1 Member requirements

The Master Planning Committee shall at the minimum be comprised of the administrative director, 1-2 Site Visioning committee faculty members, 1-2 Site Visioning committee Parents, 1-2 Development committee members, as well as an additional 1-3 community members with building, legal, and/or land use expertise and, when relevant, the hired land-use consultant.

It is strongly recommended that a Board member be part of the committee. Further membership will be determined by the Master Planning Committee Chair. The Chair of the Master Planning Committee shall be appointed by the Board based on recommendations from the Master Planning Committee and the Management Team.

5.2 Membership Expectations

Master Planning Committee members are expected to attend committee meetings, which will meet as often as determined by the committee, likely twice a month during the creation phase and no less than once a month during the implementation period. Each member will be expected to show active leadership in development of their related area of interest/expertise – within the larger vision of the committee and the Board.

6 Reporting Procedure

The Master Planning Committee shall provide an overview of the topics discussed during its meetings regularly as consent items during regular board meetings but no less than quarterly. These reports may include a list of current efforts, estimated costs and update on master plan timeline and status, and status of any funds allocated towards master planning projects.