



## BOARD MEETING MINUTES May 2017 (5/16)

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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.”

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Attendees - Margaret, Christopher, Alexandra, Lara, Jodi, Deborah, Richard, Andrew, Krista

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

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

[April 2017](#)

Lara motioned to approve as final, Krista seconded, approved unanimously (8/8)

### ***Committee Reports:***

1. Management Team Report (20 min) - Deborah
2. Governance Committee Report (15 min) - Margaret
3. Site Committee - Summer site work (20 min) - Richard
4. Finance Committee - Quarterly budget / actuals (20 min) - Krista

### **7:05pm Management Team Report**

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

### **7:25pm Governance Committee Report**

- Strategic plan - Survey will be sent out to the chairs of each committee (14 total) in BoT, PA, and COT for current goals, short term (1-2 years) and long term (5 years) goals for

## SCWS Board Meeting (5/16/2017) MINUTES

each. Will be integrated into master strategic plan so that it'll be a living document.

Tentative due date for responses June 1st

- The Wheel - status? How do we gain traction for adoption?

### **7:40pm Site Committee Report**

- Reviewed list of summer site activities

### **8:00pm Dialogue, Discussions & Decisions:**

- Feedback from faculty regarding AD motion
  - Discussed options proposed by faculty

Christopher motioned to raise AD salary to \$65k, move PD to same level as soon as possible. This is a pre-approved change to the budget. Alexandra seconded, approved unanimously (8/8)

- Staff vacation and time off policy
- Fingerprinting / drivers licenses of parents
- Inclusivity Statement
  - Will be included on website, handbook, etc

### **8:35pm Finance Committee Report**

- Budget versus actuals are on track. Maintenance actuals are higher than anticipated but within control.

### **8:55pm 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

SCWS Board Meeting (5/16/2017) MINUTES

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>
Apr 4	Apr 11	
May 2	May 16	Grandparent 5/5, May Fair 5/6, Spring Forward 5/20
Jun 6	Jun 13	
July 25		

2017-2018 EC & Board Meetings

EC	Board Meeting	Other
Aug 8	Aug 22	All Sch Annual Retreat 8/25-8/26/2017 School Start 9/6, Back to School Night 9/20 Michaelmas 9/29 & 30  Holiday Parade 12/2; Winter Fair 12/9  Mid-Year Retreat 3/12 (1-5pm) / <b>Annual Meeting March 10</b>
Spt 5	<b>Spt 26</b>	
Oct 3	Oct 17	
Nov 7	Nov 21	
Dec 5	Dec 19	
Jan 2	Jan 16	
Feb 6	Feb 20	
Mar 6	Mar 20	
Apr 3	Apr 17	

SCWS Board Meeting (5/16/2017) MINUTES

May 1 Jun 5 Jul 3 Aug 7 Spt 4	May 15 Jun 19 Jul 17 Aug 21 Spt 18	Grandparents Day 5/4; May Fair 5/5; Spring Forward 5/19 Last School day 6/7  <b>All Sch Annual Retreat 8/24-8/25/2018</b> School Start 9/5/18
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## **Appendix A - Administrative Director Report**

### **Enrollment**

2017-18 - 146 Enrolled, 21 pending, 5 on hold, 10 not attending, 6 applied

### **Personnel**

- Admin Director - rewritten jd and reposting
- Salary increase?
- Brainstorm alternative scenarios

### **Operations**

- Prepping the office for Susan
  - email, laptop, phone, desk, office painting, etc.
  - Invite to speak at Rotary
- Finally directory is on the website
- Still need to get the new board up there.
- Camps coming along - sign up now! :)
- Next years class assignments are getting finalized.

### **Development**

- Smoothing things over with neighbors form May Faire

### **Site**

- Culvert update - we have received a quote from MM, it's high.
- North and additional fence for less then other quotes for just N fence.
- Window update - need approval
- Summer site list - Richard to go over

### **Program**

- Camps - registration open now - slowly filling
- Eurythmy teacher update
- 4 or 5 teachers going to gender spectrum training this summer

### **Mgt team**

- Faculty Chair update
- 6th grade update

**Legal**

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

**Finance Committee -**

- Admin Benefits - Categories B to E
- Starting 2018-19 budget

**Medicare payment policy**

- How much is the benefit? Percent or total cost?
- What's the eligibility criteria?
- Who does it cover? Spouse? All dependents?
- How does an employee apply for this benefit? Submit first medicare bill to accounting?
- Does the benefit carry on into retirement?
- What happens if there are legislative changes and medicare costs increase?  
Will my benefit increase?