



BOARD MEETING AGENDA MINUTES August 2017 (8/22)

This Board Meeting begins at 7:00 PM at [2190 Empire Grade](#) (in Eurythmy room).

“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.”

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

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

[June 2017](#)

Committee Reports:

1. Management Team Report (20 min) - Back to school night prep - Tori / Deborah
2. Executive Committee - Summer report - Lara
3. College of Teachers Report (20 min) - Summer report - Scott

7:05pm Management Team Report

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

- Peter Cook elected as Site Committee chair
- Permits for culvert are complete, working on accepting bids. Looking at October timeframe for construction
- 7th grade assistant being finalized

Back to school night agenda - *See full agenda in Appendix B*

Master Planning Discussion

Options:

- Phase one - just the building, 2 classrooms
- Phase 1A - woodshop taken out, two classrooms, eurythmy room
- Phase 1B - 1A with separate eurythmy room (replacing 8th grade room)
- Phase 1 & 2 - phase 1 with gymnasium
- Site committee will present their recommendation in September. Additional expenses will be presented with final recommendation and BoT will vote then
- Master Planning Committee moves that the board approve request to Boone architects to bring proposal outlining preliminary design plans and associated infrastructure costs for proposal phase 1A: *Scott motioned, Lara seconded, approved unanimously (6/6)*

7:25pm Executive Committee Report

- Need to progress with work for open communication between BoT, EC and CoT
- Will schedule 3 and 6 month check-ins with new Administrative Director to ensure she is getting the support she needs
- Need to work on defining 2017/2018 goals. Will work on this at the BoT retreat

7:45pm College of Teachers Report

See Appendix C for full report

Hires:

- Michael Hall, 7th Grade
- Barbara Neumann, Eurythmy (K-8)
- Jay Baldwin, Art
- Susan Goldstein, Pedagogical Director

Roles:

- Mireille Horton - new CoT and Faculty Chair
- Scott Olmstead - BoT VP
- Kendra Barnett will continue as the faculty liaison to PA

Discussions:

- Looping - CoT is working on a policy of open-endedness. The only rigidity in policy will be oriented around timelines.
- Diversity
- Studies - CoT will look at doing working sessions on the 7 pillars of Waldorf Education for future BoT meetings

8:05pm Dialogue, Discussions & Decisions:

- Discussed BoT retreat
- Election of Scott Olmstead as BoT VP
 - Richard motioned to approve, Lara seconded. Approved unanimously (6/6)

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- Election of Peter Cook as Site Committee Chair
 - Lara motioned to approve, Krista seconded. Approved unanimously (6/6)
- Update to tuition remission policy
 - Krista motioned to include preK supply fees (not including instrument rental) in the official tuition remission policy, Scott seconded. Approved unanimously (6/6)
- Medical benefit payment for new Administrative Director
 - Currently Tori has privately purchased Kaiser plan. Rather than have her switch to POE now, then switch plans again at the end of the calendar year when our contract with POE is terminated, Andrew motioned for school to cover her Kaiser plan until the end of the year (as long as equal or less than school costs from having to join current plan. Richard seconded, approved unanimously (6/6)
- 2nd grade skylight replacement
 - Motion to approve \$6,600 for repair work (this is already included in the maintenance budget). Scott motioned to approve, Krista seconded. Approved unanimously (6/6)

8:25pm Check In/Overflow (5 mins) – BoT

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

- Review November's BoT meeting schedule
- Review March 2018 meeting schedule

8:30pm Closed Discussion - BoT Only

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

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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 9	Aug 22	All Sch Annual Retreat 8/25-8/26/2017
Spt 5	Spt 12	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 12	Holiday Parade 12/2; Winter Fair 12/9
Jan 9	Jan 30	
Feb 13	Feb 27	
Mar 6	Mar 20	Mid-Year Retreat 3/12 (1-5pm) / Annual Meeting March 10
Mar 27	Apr 17	
May 8	May 22	Grandparents Day 5/4; May Fair 5/5; Spring Forward 5/19
Jun 5	Jun 12	Last School day 6/7
Jul 10		
Aug 7	Aug 21	All Sch Annual Retreat 8/24-8/25/2018
Spt 4	Spt 18	School Start 9/5/18

Appendix A - Management Team Report

**Santa Cruz Waldorf School EC Meeting
August 9th, 2017**

Administrative Director Report

Enrollment

2017-18 - 147 Enrolled, 5 pending, 4 hold, 35 withdrawn
High school night date cancelled for this year
2018-19 applications open October 1st
Rotary presentation (in Felton & scheduling in other areas)

Personnel

- Hiring update -
 - 7th assistant,
 - Art teacher
 - PreK aftercare teacher
 - Kinder assistant
 - Finance Directorf

Operations

- Transition to Tori.... Signatures, passwords, etc.
- Informed Paychex that ending PEO Dec 31, 2017
- Contractor contracts done
- Signature line on email - new green logo, waldorf 100 logo
- Educate - Student management system
- Nitless Noggins - September 11th
- Post box troubles

Site

- Updates
 - Windows
 - Preschool boot room (studs rotted out & pulling away \$4500),
roof over the boot room to stop leaking
 - Culvert
 - Sheds, Fences
 - Play ground

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- Admin as site chair? Or??
- Allen as D1 water tester training

Finance Committee -

- Meeting on friday
- Annual Report draft in progress

Development

- Open street event (October 8th, 2017)
- Vlogging (Parenting Workshops)
- Website is coming along
- Postcards
- Bonny Doon area paper - Battle Mountain
- Green Business Mixer in September
- New Family Reception in October

Program

- None at this time (schedule being planned still)

Mgt team

- Transitioning

Legal

- None

Closed HR

- None

AUGUST 2017 Board Reports:

- EC Summer Report
- CoT Summer Meeting Reports
- Management Team Report: Back to School Night Prep

Appendix B - Back to School Night Agenda

2017 Script - Sept 19nd, 7 pm to 8 pm Eurythmy Room

7 pm: Christopher or Esther lead? Faculty Open with a song

7:05 Mireille welcome everyone... great to see you all.

Mireille does new teacher Intros

7:15 Mireille intro Lara: Lara welcome everyone and does BOT intros and Ped Director and Admin Director

7:22 Margaret shares Governance infographic or mission, vision, values.

7:25 Scott intro Mgt team ... say what we're working on this year

7:30 Tori: Welcome from the office...

Staff intros, include those folks who are not here and their days. Any new Liz, Maggie, Allen, Samantha, Alicia, Me, and our amazing Treasure tree staff Elisabeth, Suesanne.

Carpooling for Michaelmas on September 29. - join us for the morning of Michaelmas, 9/29.. It's a work, play, and celebration day.

Drive for Schools! Happening now.

Directory reminder

Culvert repair work

Camps.... There will be a Feb, camp 3 weeks of summer camp

Beautification drawing.

Office person Emergency packs list, picture day, early pick up protocol, absences

7:40 Tori intro Alicia:

Alicia: AGC, Winter Faire

Get photos on flickr, like us on FB, put a review on yelp...

(hand out school calendar or save the date cards)

7:50 Alicia intro Shonti and Ellen: PA and Volunteerism this year..

Intro Reps.

7:55 S & E intro Suesanne: Scrip (hand out fundraising thing)

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7:58 Suesanne passes back to Tori to say good night. Thank you all for coming! Have a great year!

Appendix C - College of Teachers Report

College of Teachers Report to the Board

August 2017 Scott Olmsted

The College of Teachers does not meet over the summer, so this report will reflect activity during the end of year meetings and hiring during the summer.

Recent Hiring:

Michael Hall, longtime teacher, has come out of retirement to take on the 7th grade class this year. This will be a $\frac{3}{4}$ time position, supported by an assistant, Natalie Blackburn, who will cover a few afternoon classes to make for shorter days for Michael.

Barbara Neumann, who has been our therapeutic eurythmist the last year, has agreed to take on Grades eurythmy blocks. (Dates are September 12-Oct. 27th, and Feb. 27-March 29th)

Jai Bolwell, SCWS alumnus, Class of 2008, will be teaching grades 6-7-8 art. Jai has a degree in Studio Art from UC Davis

We welcome our **new Pedagogical Director**, Susan Goldstein, who has been busy this summer reviewing the Mentoring and Evaluation program (among so much else!) which was a central part of College work in the past few years.

The College has appointed Mirielle Horton as the **new College/Faculty Chair** and Scott Olmsted as the **new Vice President of the board of trustees**.
Mirielle and Scott will join Susan Goldstein and Tori Milburn on the newly formed Management Team

Mirielle will join with Susan on the Faculty Agenda Committee

Kendra Barnett will continue as Parent Association representative for the faculty. She will be joined by Susan Goldstein and we will review the situation later this fall.

Topics

“Looping”

The College is currently completing a discussion of our policy regarding the 1-8 teaching cycle. What are the issues surrounding teachers doing the complete 1-8 cycle versus looping back to 1st grade after 5th grade? Currently, we have an evaluation in 4th grade and a conversation

with that teacher about continuing into the upper grades. As one can imagine, there are a number of details and the college has been working on this topic for a number of meetings. We are likely to have something to present in September.

Diversity

There has been a great deal of activity in the last year or so on Diversity, gender inclusivity, and how to bring those issues in a lively and developmentally appropriate way to the school. The work takes many forms. A recent question centered on the question “Why is it important that children who feel different can see themselves in the curriculum?” This work has been ongoing and there is a strong parent group leading/assisting in these efforts, with the College having workshops with Gender Spectrum here on campus, and a smaller group of faculty and parents attending diversity training workshops off campus.

Future Goals

Since we have not met over the summer, goals for the upcoming year have not been set. Overall, the College is looking forward to joining the Board at the upcoming retreat to continue our work in developing a strong relationship to the board and Parent Association members. We are expecting to maintain and cultivate the trust, transparency and communication with our new administrators so the school can continue to shine!