



BOARD MEETING MINUTES September 2017 (9/12)

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.”

Attendees -

Board: Richard Corbal, Nancy Park, Lara Triona, Krista Cook, Alexandra Woods, Scott Olmstead, Andrew Griffin

Other: Alicia Benoit, Tori Milburn, Roger Pantos, Naomi Bayer

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

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

Vote to approve June and August minutes as final - Lara motioned to approve, Krista seconded. Approved unanimously (7/7)

Committee Reports:

1. Management Team Report (20 min) - Tori
2. Development Committee (20 min) - Alicia
3. Preschool Committee Report (20 min) - Lara

7:05pm Management Team Report

See full report in Appendix A

- Daniel hired as the permanent office manager

7:25pm Development Committee Report

See full report in Appendix B

Received presentation on the capital campaign from Alicia (see full report in appendix B):

- Large portion of capital campaign will be dedicated to planning
- Feasibility Study will be the initial focus and is vital to the campaign's success. This will cost approximately \$40-50k - addressing how to raise funds for this study is our primary concern at the moment

Discussed the need for further training for the Interim Development Director

- Cost for interim DD to complete the training course she has already started will be \$4,485. BoT voiced support for finding funding for this in the current budget.
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7:45pm Preschool Committee Report

- Currently in the process of interviewing for aftercare position, 1 candidate so far
- Kyle is working out well as the new assistant. He is currently working through his EC credits via an online program
- Currently seeking qualified candidates for substitutes
- Decision was made to not go to full enrollment of 14, given the current personnel shortages. Will proceed with enrollment of 12 children until positions are filled.
- Currently 4 children on the waitlist

8:05pm Dialogue, Discussions & Decisions:

- Culvert repair: Vote to approve funding, pending sign-off from site committee. This funding will be taken out of our reserves, this is not budgeted. Pursuing FEMA loan and soliciting neighbor (Don) to contribute a portion. Andrew motioned to approve, Lara seconded, approved unanimously (7/7)
- Interim Development Director title - Vote to remove the "Interim" from the position's title, making Alicia's title Development Director. Scott motioned to approve, Krista Seconded seconded, approved unanimously (7/7)
- Campus security
 - Tori is pursuing getting campus classified with SCPD as no-trespassing
 - Tori will look in to other options such as gates, private security, etc

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

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

SCWS Board Meeting (9/12/2017) Minutes

EC	Board Meeting	Other
Aug 9 Spt 5 Oct 3 Nov 7 Dec 5 Jan 9 Feb 13 Mar 6 Mar 27 May 8 Jun 5 Jul 10 Aug 7 Spt 4	Aug 22 Spt 12 Oct 17 Nov 21 Dec 12 Jan 30 Feb 27 Mar 20 Apr 17 May 22 Jun 12 Aug 21 Spt 18	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) / Annual Meeting March 10 Grandparents Day 5/4; May Fair 5/5; Spring Forward 5/19 Last School day 6/7 All Sch Annual Retreat 8/24-8/25/2018 School Start 9/5/18

Appendix A - Management Team Report

Administrative Director Report

Enrollment

2017-18 - 147 Enrolled, 5 pending, 5 applied

Preschool	15 (3 hold - waitlist) (11 4 day/ 4 2 day)
Kindergarten	28 (2 pending)
1st Grade	16
2nd Grade	16
3rd Grade	17 (1 pending)
4th Grade	16 (1 pending)
5th Grade	16
6th Grade	11 (1 hold)
7th Grade	5 (1 pending)
8th Grade	7

Personnel

- Office Manager - Daniel still temporary but doing well
- Live Scan fingerprint results question
- Financial Director questions
- Kindergarten Assistant hired
- PreK after care job posted - no acceptable candidates

Operations

- Ready for start of school!
- Educate/Website/First Aid/Allergy list/Emergency contact list/Roster all updated
- Kitchen/Supply area cleaned and organized
- Parent handbook update/improvement in process/completed by team of parents/faculty/staff

Development

- Development Director to report on Capital Campaign at next BoT meeting
- Victoria Stanbach working on invitation to New Parent Mixer - Oct 1st
- Annual Giving Campaign concepts in progress
- Open Streets Event - Oct 8th
- Annual Report in process - Need Financials and reports for Lara, Deborah and Alicia. Hoping for completion in December.

Site

- Peter Cook approved as new Site Committee Chair meeting 9/6 to prep for Beautification Day
- Culvert update - Permitting completed, sending out for bid
- Playground upgrade project back in Site Committee. Designer coming to next meeting.
- Grade 2 Skylight repair estimate of \$6,600 approved by BoT.

Program

- No report

Mgt team

- Management Team meeting date set for Monday afternoons
- Request for AD to investigate alternatives for Campus Security
- Interested in continued work with Tim Hartnett regarding Consensus Building
- MT requests Board update Google Docs roster and committee listing

Legal

- none

Finance Committee -

- PEO notified of official termination of service as of December 31, 2017
- Completed 2017 - 2018 budget to reflect lower enrollment figure
- Script Tuition Program - \$5,128 (\$6,585 before distributions) Prior year \$3,211

To be discussed

Master Planning update

BOT Votes

Grade 2 Skylight repair ~ \$6,600 approved
Preschool supply fee to be included in Faculty Tuition Remission approved
Admin Benefits - Admin Director Med Insurance Reimbursement approved

Appendix B - Development Committee Report

Board of Trustees Meeting

September 12, 2017

Development Committee Report

1. Structure of the Development Office
 - a. Development Director
 - i. Fundraising
 1. Headed and managed by Development Director
 2. Support from Development Committee
 3. Consultants hired on as needed basis
 - ii. Events
 1. Lead will be a contractor
 2. Parent Association
 - iii. Outreach
 1. Managed by Development Director
 2. Coordination with Enrollment Office
 3. Supported by Development Committee to work on Social Media and Press Releases
2. Alicia Benoit Presentation on Capital Campaign for Current Phase of Master Plan
3. Developing the Development Director Role
 - a. Approve budget for certificate program (Principles and Techniques in Fundraising) to be completed in Spring 2018
<https://philanthropy.iupui.edu/professional-development/certificates/fund-raising-management.html>
 - i. Principles & Techniques of Fundraising
 - ii. Developing Major Gifts
 - iii. Developing Annual Sustainability
 - iv. Managing the Capital Campaign (already taken)

Total Expense: \$6,080 (\$4,485 remaining)

 - b. Change Alicia Benoit's title from Interim Development Director to Development Director

