



BOARD MEETING MINUTES October 2017 (10/17)

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

Board: Andrew Griffin, Lara Triona, Nancy Park, Scott Olmsted, Margaret Rosas, Alexandra Wood, Krista Cook, Christopher Splendorio, Richard Corbal

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

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

- Vote to approve September Minutes - Lara motioned to approve, approved unanimously (9/9)

Committee Reports:

1. Management Team Report (30 min) - Tori
2. Governance Committee (20 min) - Margaret
3. Finance Committee Report (20 min) - Krista

7:05pm Management Team Report [Link]

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

- Tori meeting with AD at SFWS
- Tori meeting with RSF regarding grants and loans for capital campaign

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- Email from James Hook regarding what contractors do with leftover soils
- Hired a water system operator (\$350/month)
- Tori completed the custodian of records process - she will be the custodian
 - All but the last 5 staff screened need to be re-fingerprinted
 - LifeGuard does onsite fingerprinting / screening. \$2k estimated total cost
- Tori reviewing employee records - TB tests needed every 4 year
- Master planning
 - Catch 22 with Feasibility Study and Use Permit
 - RSF - qualify for up to 75% loan of total project. (5% @ 25 years)
~\$12-13k/month

7:35pm Governance Committee Report

See full report in Appendix B

- Want to see goals stated with each committee report
- Feedback on board retreat
- Bi-annual BoT evaluation

7:55pm Finance Committee Report

See full report in Appendix C

- Reviewed 2017 Fiscal Year Profit and Loss Statement
- Medicare stipend policy - Andrew moved to approve, Scott seconded, approved unanimously (9/9)
- TA process reforms

8:15pm Dialogue, Discussions & Decisions:

- Water system operator: \$350/month for full testing and reports
- PreK
 - Candice will continue as aftercare teacher until further notice
 - Revamping PreK personnel structure to make aftercare position more attractive to qualified candidates
 - Looking at restructuring PreK committee to better facilitate management. Possibility of Susan chairing committee

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:

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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

EC	Board Meeting	Other
Aug 9 Spt 5	Aug 22 Spt 12	All Sch Annual Retreat 8/25-8/26/2017 School Start 9/6, Back to School Night 9/20

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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 B - Governance Committee Report

Governance Report
10/17/17 BOT Meeting

Focus Area	Goal	Status
#4 School Leadership	The Year of the Wheel. Gain leadership support, build shared vision and provide skills/training	Meeting with Admin staff to kickoff
#4 School Leadership	School Retreats. Collect feedback and make improvements on overall strategy	Survey sent To be analyzed in November
#4 School Leadership	Bi-annual BOT Evaluation.	Revamping prior survey to be sent out in November

- Retreat Feedback Survey findings
- Committee Reporting Template
- Self Assessment coming; last one was in 2014, we're sending out a new survey ... soon

Appendix A - Management Team Report

**Santa Cruz Waldorf School EC Meeting
October 3, 2017**

Administrative Director Report

Enrollment

- 2017-18 - 153 Enrolled, 2 pending, 1 hold (listing per TADS - pending and hold both wait list for preschool)
- 2018-19 applications opened October 1st - Preschool and Kinder arriving

Personnel

- Hiring update -
 - PreK aftercare teacher
- Office Personnel Issues

Operations

- Setting up reviews of administrative positions
- Susan and Tori to start/resume office meetings
- Custodian of Records- in process
- Admin Director development - will set up meeting with SFWS
- Connected with RSF - Amy and Afsana
- Incident with parent at Michaelmas

Site

- Culvert repair project
- Water System Operator
- Culvert
- Play ground
- Master Planning Committee - use permit information

Finance Committee -

- Year end reports in progress
- Annual Report draft in progress

Development

- Open street event Oct 8th
- Annual Giving Campaign set to kick-off Oct 17th

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- Event Planner position not getting filled
- Parenting Workshops resumed
- Website updated
- New Parent mixer a success

Program

- None

Mgt team

- Meeting weekly

Legal

- None

Closed HR

- None