



BOARD MEETING MINUTES November 5th, 2017

This Board Meeting begins at 11:00 AM 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, Scott Olmstead, Margaret Rosas, Alexandra Woods, Richard Corba

Other: Alicia Benoit, Peter Cook, Tori Milburn

Development

List of action items that need to be completed before feasibility study can be initiated:

- Database
- Identify Capital Campaign Champions
- Identify pool of lead donors
- Identify pool of prospective donors
- Assemble a Case for Support
- Increase our donor record keeping
- Increase general knowledge of using and maintaining the database
- Acquiring gifts

Master Planning

Agreed to move forward with site use permit. Action items for Master Planning Committee:

- Identify growth goals for enrollment
- Identify phases for use permit
- Identify timeline for overall project
- Discuss offsite options

Discussion Items for next MP/DEV meeting:

- Site permit is a go, what is that enrollment number?
- Hiring a database person / consultant
- Early childhood as a priority

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		

SCWS Board Meeting (11/05/2017) Minutes

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