



## BOARD MEETING MINUTES December 12th, 2017

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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**

Board - Lara Triona, Alexandra Woods, Krista Cook, Richard Corbal, Christopher Splendorio, Margaret Rosas, Scott Olmsted

Other - Tori Milburn

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

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

[October 2017](#) - tabled for next month

[November 2017](#) - Lara moved to approve, approved unanimously (8/8)

### **Committee Reports:**

1. Management Team Report (30 min) - Tori
2. Site Committee Report (20 min) -
3. Finance Committee - Quarterly Budget / Actuals (20 min) - Krista
4. Parent Association Report (20 min) - Alexandra

**7:05pm Management Team Report**

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

## SCWS Board Meeting (12/12/2017) MINUTES

- Tori spoke with Mark Primack, local architect from the community. He's interested in working with Master Planning to consult on design and process.
- PreK room smell - Zach will be coming out 12/21 to investigate

### **7:35pm Site Committee Report**

**Tabled for next month**

### **7:55pm Finance Committee - Quarterly Budget / Actuals**

**Tabled for next month**

### **8:15pm Parent Association Report [Link]**

- Discussed having a PA liaison to faculty, similar to the faculty liaison relationship currently in place with the PA committee. All agreed this is a good idea. Alexandra will work the faculty agenda committee on scheduling and details
- Parent participation forms are in, Ellen will be collating the information for the use by development and other related committees
- Need a new faculty liaison now that Kendra is resigning. Support was voiced for Susan as the new liaison, but will be left up to the faculty committee to decide

### **8:35pm Dialogue, Discussions & Decisions:**

1. Tuition Study
  - a. Looking at budget overall, will be presenting recommendations at next board meeting
  - b. Will be refining enrollment policy
2. Dental, vision and life insurance
  - a. Tori's estimate is \$16-17k per year. Final cost will be determined by participation
  - b. Andrew moved to approve, Margaret seconded, approved unanimously (8/8)
3. Architect Discussion
  - a. Will pursue conversations with Mark Primack to see what he can offer
  - b. Will also speak with Michael Hall regarding his son who is an architect
  - c. We have already paid out \$6k retainer to Jackie Low
4. Rosemary Kindergarten
  - a. Hiring committee is being formed
5. AD 3-month check-in
  - a. 2 year Waldorf themed management program in Antioch. Cost is \$4700 + travel
  - b. Mary Hillard runs program for training executive directors for non-profits at Community Foundation of Santa Cruz County

### **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:

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 (12/12/2017) 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) / <b>Annual Meeting March 10</b>
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	<b>All Sch Annual Retreat 8/24-8/25/2018</b>
Spt 4	Spt 18	School Start 9/5/18

*Appendix A - Management Team Report*

**Santa Cruz Waldorf School EC Meeting  
December 5, 2017**

**Administrative Director Report**

**Enrollment**

- 2017-18 - 154 Enrolled, 1 pending, 3 hold ( hold all wait list for preschool)
- 2018-19 applications opened October 1st - Preschool and Kinder arriving

**Personnel**

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

**Operations**

- Beginning transition of Payroll Service
- Medical Insurance questions
- Emergency Plan

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**Site**

- Play structure - construction started
- Master Planning Committee - Restarted
- Maintenance Manager position evaluation - meeting tomorrow
- Preschool room - sewer smell issues, volunteer offer from Zach Liske to investigate and resolve

**Finance Committee -**

- Annual Review in progress
- 2018-19 Budget process beginning

**Development**

- Annual Giving Campaign - \$78K 93% participation
- Capital Campaign - Getting list of Contractors for Feasibility study
- Grants - Waldorf Schools Fund, contact for possible site upgrades

**Program**

- Preschool Charter
- Enrollment policies

**Mgt team**

- None

**Legal**

- Search for Labor Attorney

**Closed HR**

- None