



BOARD MEETING MINUTES

January 23rd, 2018

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: Nancy Park, Lara Triona, Andrew Griffin, Scott Olmstead, Alexandra Woods, Christopher Splendorio, Margaret Rosas, Krista Cook, Richard Corbal
Other: Susan Goldstein, Tori Milburn, Justin Laing

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

7:03pm Board Minutes Approval (2 min) – All
December 2017

Committee Reports:

1. Management Team Report (25 min) - Tori
2. Executive Committee Report (20 min) - Lara
3. Winter Study (20 min) - Christopher
4. Finance Committee (**closed**) - (15 min) - Krista
5. Preschool Committee (**closed**) (15 min) - Candice

7:05pm Management Team Report [[Link](#)]

See full report in Appendix A, Updated PreK Charter in Appendix B. Q&A about report documented below.

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- Skylights in 6th grade building are leaking. Tori got several quotes for replacing them, settled on a quote from Knox Roofing for \$5,700. Krista motioned to approve \$5,700 to fund the repair, Nancy seconded, approved unanimously (9/9)
- PreK Charter - Lara approved, Richard seconded, approved unanimously (9/9)

7:30pm Executive Committee Report

See full report in Appendix C

- All school retreat moved to Saturday and combined with annual meeting

7:50pm Winter Study

8:10pm Dialogue, Discussions & Decisions:

- Formal approval of holiday bonuses

8:30pm Finance Committee (closed)

- Krista motioned to approve tuition increase of 4%, Christopher seconded, approved unanimously (9/9)

8:45pm Preschool Committee (closed)

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

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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

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Appendix A - Management Team Report

**Santa Cruz Waldorf School EC Meeting
January 8, 2018**

Administrative Director Report

Enrollment

- 2017-18 - 153 Enrolled, 1 pending, 3 hold (hold all wait list for preschool)
- 2018-19 applications opened October 1st - Preschool and Kinder arriving

Personnel

- Maintenance Manager resigned as of January 8
- Hiring update
 - Steve Spitalny hired as long term substitute to replace Kendra
 - No progress on Preschool After Care
 - Kindergarten job posted for next year - several applications received
 - Reconfigured Maintenance position posted

Operations

- Transition of Payroll Service almost complete - first payroll tomorrow
- Medical/Dental/Vision/Life Insurance and FSA enrollment complete
- Emergency Plan - still pending

Site

- Play structure - construction seems to be delayed - no work done during break - should be making a "big push" starting tomorrow
- Master Planning Committee - New Architect engaged and starting on plans
- Preschool room - resolution of sewer smell issues
- Site Chair

Finance Committee -

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

Development

- Annual Giving Campaign - \$91K plus with 94% participation
- Marketing Consultant - Bob Churchill

- Feasibility Study - Meeting with two consultants

Program

- Preschool Charter
- Enrollment policies

Mgt team

- None

Legal

- Established affiliation with attorney Brad Brereton - Answers to questions about fingerprint results and independent consultant vs employee

Closed HR

- None

Appendix B - Updated PreK Charter

Preschool Committee Charter

Approved by the Management Team, College of Teachers, and Board of Trustees and Adopted on
01/23/2018

1. Introduction

- 1.1. This document, the Santa Cruz Waldorf School Preschool Committee charter, is owned, maintained and approved by the Management Team and the Board of Trustees.
- 1.2. The following document will describe the charter, committee authority, accountability, membership requirements and reporting procedures.

2. Role

- 2.1. The role of the Preschool Committee is to oversee the operation of our early childhood programs serving children until their entry into Kindergarten.
- 2.2. The Preschool Committee is responsible for both overall program structure, day-to-day oversight, and anticipating long-term needs of the Preschool Program as families earliest entry to the Santa Cruz Waldorf School.

3. Responsibilities

- 3.1. Program definition
 - 3.1.1. Ensure that our programs are aligned to the overall vision of the Santa Cruz Waldorf School
 - 3.1.2. Perform an initial review of the Preschool Committee Charter after 1 year and review programs every 3-5 years to identify areas where program changes can better meet children, families, community, and school needs.
 - 3.1.3. Propose changes based on program review and input from various school stakeholders including college of teachers, management team, parent association and the board of trustees
 - 3.1.4. Implement approved program changes
 - 3.1.5. Ensure programs comply with California Community Care Licensing (CCCL) regulations
 - 3.1.5.1. Ensure that all staff files are up to date and contain all required CCCL form
 - 3.1.5.2. Ensure that all children's files are up to date and contain all required CCCL forms including vaccination records or exemptions
 - 3.1.5.3. Ensure that all site specific paperwork is up to date and easily accessible to be reviewed by a CCCL analyst
- 3.2. Staffing, Evaluation, Hiring and Termination

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- 3.2.1. With the assistance of AD and PD, and exception of Preschool Director make recommendation to the Board for hiring and termination of the Preschool Director
- 3.2.2. With assistance of AD and PD, and exception of Preschool Director oversee training and evaluation of the Preschool Director
- 3.2.3. Oversee hiring, training, evaluation of all preschool staff up to but not including the Preschool Director
 - 3.2.3.1. Serve as the hiring committee for all preschool staff
 - 3.2.3.2. Serve as the support committee for preschool staff who are in need of mentoring
 - 3.2.3.3. Work with the Pedagogical Director to develop and implement evaluations for Preschool Staff
- 3.3. Financial
 - 3.3.1. Develop a yearly budget for the Preschool Program in collaboration with the Finance Committee and Management Team
 - 3.3.2. Maintain a positive budget
 - 3.3.3. Reconcile budget with Finance Committee quarterly
 - 3.3.4. Develop budgets for program expansion or other special projects
 - 3.3.5. Maintain and monitor budgets for program expansion or other special projects
 - 3.3.6. Ensure budget is aligned with overall SCWS budget
- 3.4. Enrollment
 - 3.4.1. Review and adjust Preschool enrollment and marketing processes and procedures
- 3.5. Site Maintenance and Improvement Plans
 - 3.5.1. Work with Site Committee to maintain and improve preschool classroom and yard
 - 3.5.2. Work with Administrator to ensure that preschool is well maintained including overseeing maintenance as necessary
- 3.6. Documentation
 - 3.6.1. Create and maintain resource and reference guides to facilitate the orientation of new school personnel to the work of the committee and the rules and regulations of CCCL.

4. Authority

- 4.1. Decision-making authority
 - 4.1.1. The Preschool Committee shall use the consensus decision making process for all decisions. Consensus decision making is a creative and dynamic way of reaching agreement between all members of a group. Instead of simply voting for an item a group using consensus is committed to finding solutions that everyone actively supports, or at least can live with.
 - 4.1.2. The Preschool Committee shall have the authority to make changes as needed to ensure that the Preschool Program is in compliance with all applicable laws and regulations, establish Preschool Program policies and budget, recruit, employ, train, direct and evaluate qualified staff, and to terminate employment of staff.

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- 4.1.2.1. Decisions regarding hiring and terminating staff and changes to the previously approved annual budget shall be approved by the Management Team before being implemented, unless required to immediately correct a citable issue from a CCCL Analyst.
- 4.1.3. The Preschool Committee shall work in collaboration with the appropriate school committees to ensure the continuity of the Preschool Program with the school as a whole.
- 4.1.4. The Preschool Committee shall have the authority to manage and direct all necessary maintenance of the preschool classroom and play yard.
 - 4.1.4.1. The Preschool Committee shall work in collaboration with the site committee to ensure that all maintenance is aligned with school wide maintenance schedules and aesthetics.

5. Membership

- 5.1. Member requirements
 - 5.1.1. The Chair of the Preschool Committee will be the Preschool Director
 - 5.1.1.1. To ensure continuity and connection with the school the Committee Chair will attend Board of Trustees meetings quarterly and Management Team meetings monthly along with reporting to the College of Teachers on a monthly basis.
 - 5.1.2. The composition of the Preschool Committee shall include the Administrative Director, at least one Early Childhood Faculty member, and one current parent at the Santa Cruz Waldorf School
 - 5.1.3. If determined necessary by the committee or requested by the College of Teachers the committee can include an additional faculty member
 - 5.1.4. The committee may invite community members to join as advisors if deemed necessary
 - 5.1.5. The committee may invite up to two community members to join the committee if deemed necessary
- 5.2. Membership Expectations
 - 5.2.1. Show Active Leadership, participate, ask questions and engage others
 - 5.2.2. Learn and use consensus decision making processes
 - 5.2.3. Attend monthly committee meetings
 - 5.2.4. Attend additional meetings as deemed necessary by the committee
 - 5.2.5. Represent the School and the Board at all times positively
 - 5.2.6. Publicly support decisions made by the Board, College and Administration.

6. Reporting Procedure

- 6.1. The chair is responsible for reporting to the board, college of teachers, and management team all plans, activities, and accomplishments of the committee, in accordance with the above duties and responsibilities, and to formulate and recommend actions to the full board or applicable committees prior to implementation in accordance with processes and procedures outlined above.

Appendix C - Executive Committee Report

Jan 23, 2018 Board of Trustees Meeting Executive Committee Report

Lara Triona 1/22/18

2017-2018 Goals

Focus Area	Goal	Status
#4 School Leadership	Attention to regularly informing Board about EC discussions and quarterly eNews update about Strategic Plan & Board Action.	Board reports and plans to submit eNews report in February (in advance of Annual Meeting/All School Mid-Year Retreat)
#4 School Leadership	Periodic visits of the President to the College of Teachers as a check-in and EC report.	Visited 9/14/17. Another visit to be schedule in Jan/Feb.
#4 School Leadership	Mentoring the Administrative Director and assist VP in the role of overseeing the Pedagogical Director. During this first year conducting 3 mth and 6 month reviews in addition to annual review.	3-month review completed in December 2017. 6-month review about in March 2018

Strategic Plan

The retreats are a time to connect and make collaborative progress on our strategic plan goals:

1. Teaching Excellence
2. Parent Experience
3. Student Experience
4. School Leadership
5. Finances and Facilities
6. Outreach and Development

Annual Meeting and Mid-Year All School Retreat

Planning process lead by Governance Committee with Administrative and Pedagogical Directors. Follow-up on August Retreat and focus March Half-Day Retreat on elaboration of SCWS Updated Values.

Values

Learning: At SCWS, all members of our community are engaged in learning including students, families, faculty, staff and friends.

Creativity and Growth: At SCWS we support creativity and growth in both individual and organizational transformation.

Individuality: Santa Cruz Waldorf School values the unique gifts and life experience that each individual has to contribute to the community.

Community: Santa Cruz Waldorf School is a community working toward common goals through collaboration, cooperation and communication.

Integrity: At SCWS, we demonstrate integrity through trust, respect, honesty and kindness.

Justice: At SCWS, we integrate fairness and equity in practice, policy and the learning environment.

Stewardship: At SCWS, we are responsible stewards for the earth, our facilities and resources, guided by sustainable practices.

Diversity: At SCWS, we embrace diversity, practicing respect, inclusiveness, understanding and celebration of differences.