



BOARD MEETING Minutes February 27th, 2018

This Board Meeting begins at 7:00 PM at 2190 Empire Grade, Santa Cruz.

“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.”

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

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

Committee Reports:

1. Preschool Committee (20 min) - Candice
2. Management Team Report (25 min) - Tori
3. EC - Annual Meeting (15 min) - Lara
4. Development Committee (20 min) - Nancy / Alicia
5. Finance Committee - Budget Review / Approval - (20 min) - Krista

7:05pm Preschool Committee [Link]

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

7:20pm Management Team Report

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

7:40pm Executive Committee - Annual Meeting

See full report in Appendix C

7:55pm Development Committee [Link]

See full report in Appendix D

8:15pm Finance Committee [Link]

See full report in Appendix E

8:45pm Dialogue, Discussions & Decisions

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

SCWS Board Meeting (2/27/2018) AGENDA

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

Appendix B - Management Team Report

**Santa Cruz Waldorf School EC Meeting
February 13, 2018**

Administrative Director Report

Enrollment

- 2017-18 - 154 Enrolled

Personnel

- Maintenance Manager position filled
- Hiring update
 - Kindergarten
 - 1st Grade / 8th Grade
 - Preschool

Operations

- Weekly office meetings happening
- Personal organization
- Calendar Preparation
- Payroll, Insurance, FSA operational
- Emergency Plan - still pending
- Off-site field trips

Site

- Play structure - Over budget, not sure of completion date
- Master Planning Committee - working on program for architect
- Skylights and roof repair of 6th Grade classroom

Finance Committee -

- Annual Review completed
- 2018-19 Budget (.09) draft completed

Development

- Temp working on database
- Marketing Consultant - on hold
- Feasibility Study - will decide on recommendation when Naomi returns

SCWS Board Meeting (2/27/2018) AGENDA

Program

- Cyber Civics
- Standardized Testing
- Preschool program changes
- Enrollment policies

Mgt team

- None

Legal

- None

Closed HR

- None

Appendix C - Executive Committee Report

Feb 27, 2018 Board of Trustees Meeting Executive Committee Report

Lara Triona 2/27/18

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 eNews invite to Annual Meeting/Retreat in February.
#4 School Leadership	Periodic visits of the President to the College of Teachers as a check-in and EC report.	Visited 9/14/17 and 2/8/218. Another visit to be schedule in May/June.
#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.

SCWS Board Meeting (2/27/2018) AGENDA

[August 2017 Retreat Notes](#)

Shared Values:

Stewardship, Creativity and Growth, Justice, Individuals, Learning, Diversity, Integrity, Community

The times we live in ask a lot of us. Fast paced, rapid change, uncertainty. How can we as families with young children support each other? One way is to join with other people who share our values and entrust our children to each other and to the school. As a community we have chosen an education that, like all educational systems, is based on certain values. This often unspoken set of shared and unshared beliefs and understandings can lead to challenges and thus presents us with an opportunity that we'd like to address at our upcoming retreat on March 10th.

If the values of our school are not talked about they aren't real for everyone, they aren't likely to be part of the overall story about our school. It's time to share! At our retreat, we will take a look at the list of values we currently use as one of the foundations for our work together as we fulfill our community and educational mission. Our hope and intention for the retreat is to expand our shared understanding of those values. What are they? What are they not? What do they look like in action? Please come join us for interactive exercises to find out what the school stands for and, more importantly, make your voice heard as we work to define the aspirations of our school.

For each value we will answer the following in small groups

- Naming the value with an image that captures its essence
- This means: ...
- It's important because: ...
- In action it looks like: ...
- This does not mean: ...

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.

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Appendix D - Development Committee Report

Board Development Report 2/27/2018

Grandparents Day, May Faire - Liz Volk is returning as co-chair with Erin Corbal . Shawna has started working May Faire. My role in both is very limited.

Spring Forward

Spring Forward planning is underway. Kevin and Robin catering.

We want to introduce the Raise the Paddle project at the Annual Meeting. Confirmation needed on roofs and siding. John is getting quotes so use those and data from last year to set our goal.

Capital Campaign

Tori, Naomi Bayer and I have met with 4 fundraising consultants regarding the Feasibility Study. The cost range from \$25-50K. We like a local woman, Nancy Loshkasjian who's cost are at the top of the range. She recommends that we have a development assessment. This will reduce her cost (not necessarily dollar for dollar) and will help us develop our AGC and other fundraising endeavors regardless of whether we go forward with the campaign. We are interviewing a consultant that was recommended by Nancy and was a teacher in both of my fundraising classes.

Database

We had a temp work on the database. It is in better shape. I am beginning the long term project of researching alumni and families.

Alumni questionnaire is mid development for the website.

Annual Report

The annual report is almost ready for the printers.

Development Committee

We are splitting the Development Committee into Marketing and Development at our next meeting on 3/7