



BOARD MEETING Minutes March 20th, 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 - Lara Triona, Nancy Park, Richard Corbal, Krista Cook, Margaret Rosas, Alexandra Woods, Andrew Griffin, Scott Olmstead
Other - Tori Millburn, Samantha Zenack

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

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

[December 2017](#)

[January 2018](#)

Lara motioned to approve, Krista seconded, approved unanimously (9/9)

Committee Reports:

1. Management Team Report (20 min) - Tori
2. PA Committee (May Faire) (15 min) - Alexandra
3. College of Teachers (15 min) - Scott / Susan
4. Enrollment (15 min) - ???
5. Finance Committee - (15 min) - Krista

7:05pm Management Team Report

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

7:25pm PA Committee

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

7:40pm College of Teachers

- Entering the busiest part of the year
- Peer review in full swing
- Play structure a huge success
- Cyber civics being well received by students

7:55pm Enrollment

- Cautiously optimistic that we will meet or exceed our enrollment projections
- 147 students eligible for re-enrollment, 42 have already enrolled. 18 are pending,
- Applications - PreK 12 enrolled, 7 available. Kinder - 15 applications, usually 10-12 openings. 1st 5 applicants (new from outside), 2 / 3 have 1 applicant each, 6th has 2

8:10pm Finance Committee Reviewed interim proposal for financial aid for 2018 / 2019

- Using our FA formula and removing the ap at 40% for FYE2019 will add \$11,894 to round 1 FA this year and moving forward, all round 1 allocated funds should be awarded at the time of round 1 in March

Krista proposed to approve, Alexandra seconded, approved 8/9, 1 recusal (Nancy)

8:25pm Dialogue, Discussions & Decisions

Prek scheduling changes / options

- For now, scheduling adjustments will be minimal for 18/19 school year. In general, 12:45 dismissal was supported, but PreK committee will make a final recommendation

Master Planning

- Reviewed initial proposal

Development Study

- Proposal to approve \$6500 to fund a development study. Lara motioned to approve, Krista seconded, approved unanimously (9/9)

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:

SCWS Board Meeting (3/20/2018) Minutes

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

SCWS Board Meeting (3/20/2018) Minutes

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 A - Management Team Report

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

Administrative Director Report

Enrollment

- 2017-18 - 154 Enrolled

Personnel

- Hiring update
 - Kindergarten
 - 1st Grade
 - Preschool

Operations

- Calendar Preparation
- Emergency Plan
- Date of next Exec Comm meeting 3/27?

Site

- Play structure - Over budget, completed
- Master Planning Committee - received preliminary drawing
- Skylights and roof repair of 6th Grade classroom - Over approved amount
- Office septic system problem solved

Finance Committee

- None

Development

- Annual Report completed and sent - extra copies in office!
- Development Committee - Split into two sub committees
- Marketing Consultant - on hold? Marketing Committee?
- Feasibility Study / Development Adviser

Program

- Preschool program changes
- Summer Camps

Mgt team

- None

Legal

- None

Closed HR

- None

Appendix B - Parent Association Committee Report

PA Committee Report, March 20 2018

Pre-School

It was very unfortunate that the Pre-School scheduling change for next year was just announced by Candice via email to the pre-school families before getting any feedback from the PA. The way she communicated the details, saying they were approved by all necessary bodies, made it sound like it was a finalized done deal when this procedure was not followed. Since the news was relayed this way, without my knowledge as the PA Board Rep and because our PA chair did not think or know the PA had weigh in, we missed the chance to have a discussion at our PA council meeting last month.

Initially Candice asked current families whether they were interested in a 2 or 4 day program without sharing the proposed scheduling changes which would/could have influenced some of their responses.

The pre-school parents are receiving emails asking them to enroll without the finalized decision about the scheduling changes.

Annual Meeting

Parent attendance seemed exceptionally low. Better to separate out from the retreat, Some might have been turned off by length of day.

Saturday less appealing than a weeknight.

Remembers years in the past when there was a guest speaker it attracted more families to the Annual Meeting. We might want to reconsider this during years when there aren't board elections. Only 4 of the 13 Reps came.

May Faire

Update from Festival Coordinator Shawna Ristic:

We've got it all laid out on the map, She has all her class Reps except Rosemary K. We have a vendor coordinator and a music coordinator. Victoria Stanbach is my chair & doing publicity and sign up genius.

~ Fish for the fish pond are swimming in

~ a box will be in the office to begin collecting pocket man treasures

~ the Beautiful cake walk cakes will soon be baking

~ thank you Brian Myers for getting the jump rope machines in working order.

~ Pre-made jump ropes may be made ahead of time for those who want a jump rope, but don't want to navigate the wait list. These will likely be made by parent volunteers during a pre-event training to ensure the jump rope activity goes smoothly.

Meetings have been Friday mornings but holding some Wednesdays to accommodate everyone.

Most of the classes are clear about their art project offering for the silent auction. The upper grades might need to solidify.

Grandparents Day

Sent out information letter and request for GP information.

SCWS Board Meeting (3/20/2018) Minutes

Looking for a future Co-Chair since Liz Volk is now an alumni parent. It would be ideal if they could bring this volunteer into the fold now to get them familiar with the program.

Next Year

Ellen wants to continue as the PA chair yet this scheduling conflict poses a challenge. She proposes moving the meetings back to Wednesdays and possibly doing a morning meeting after drop-off to accommodate the pre-K Rep.

We don't know Shonti's status with continuing as co-chair. It's easier to have one consistent chair with the day to day logistics but Ellen appreciates having a collaborator to discuss bigger issues with.

We have a Goal to update the PA charter which we hope to start on after Ellen no longer has hiring committee commitments.

We also will write up a PA Chair responsibilities list for future Chairs to add to "The Wheel"