



## BOARD MEETING Minutes April 17th, 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**

*BoT* - Lara Triona, Nancy Park, Scott Olmstead, Richard Corbal, Alexandra Woods, Margaret Rosas, Krista Cook, Christopher Splendorio, Andrew Griffin  
*Other* - Tori Milburn, Peter Cook

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

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

### ***Committee Reports:***

1. Management Team Report (20 min) - Tori
2. Site Committee (15 min) - Peter Cook
3. Governance Committee - BoT Review (20 min) - Margaret
4. Closed Session (BoT only) (20 min)

**7:05pm Management Team Report** See full report in Appendix A. Q&A about report documented below.

- 134 re-enrolled (fantastic), 21 likely, 12 are on the fence

## SCWS Board Meeting (4/17/2018) Minutes

- AD Program - Management and organization through the lens of anthroposophy. Tori found the program excellent and is excited about proceeding with integrating what she experienced with her work

### **7:25pm Site Committee** Focus on enrollment

- Play structure - project with great returns and many learning opportunities
- Enhancing the portion of campus adjacent to the road - hedges to block the view to the road?
- Suggested siding and roofing for this year's spring fundraiser
- Rehab of dirt parking lot should be a priority, as it's one of the first things that prospective families
- Discussed ideas for beautification day
  - More bark for the play structure
  - Cleaning up muddy area by pick up area
  - Trimming back eucalyptus sprouts
  - Cleaning up the waddles
  - Cleaning up ivy by office
  - More flowers

### **7:40pm Governance Committee**

*See full report in Appendix B*

- Breakout sessions and full group discussion to review results from the BoT self-assessment

### **8:00pm Closed Session**

### **8:20pm Dialogue, Discussions & Decisions**

- Board reporting calendar review
- Summer project review / approval

### **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

SCWS Board Meeting (4/17/2018) Minutes

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	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	

SCWS Board Meeting (4/17/2018) Minutes

Feb 13	Feb 27	<p>Mid-Year Retreat 3/12 (1-5pm) / <b>Annual Meeting March 10</b></p> <p>Grandparents Day 5/4; May Fair 5/5; Spring Forward 5/19</p> <p>Last School day 6/7</p> <p><b>All Sch Annual Retreat 8/24-8/25/2018</b></p> <p>School Start 9/5/18</p>
Mar 6	Mar 20	
Mar 27	Apr 17	
May 8	May 22	
Jun 5	Jun 12	
Jul 10		
Aug 7	Aug 21	
Spt 4	Spt 18	

Appendix A - Management Team Report

**Santa Cruz Waldorf School EC Meeting  
March 27, 2018**

**Administrative Director Report**

**Enrollment**

- 2017-18 - 154 Enrolled - 1 pending 3rd grade

**Personnel**

- Hiring update
- 1st Grade
- Preschool

**Operations**

- Enrollment - Preschool released, 1st grade on hold
- Grant money approval for HANDLE

**Site**

- Master Planning Committee - Update
- Maintenance Manager - quotes, electrical/plumbing, Contractor relations

**Finance Committee**

- Tuition Assistance Committee

**Development**

- Feasibility Study / Development Adviser
- Messaging the Expansion Plan

**Program**

- Preschool program changes
- Summer Camps

**Legal**

**Enrollment 2018-19**

PreK	14
Kinder	30
1st	15
2nd	15
3rd	15-17
4th	18-20
5th	15-17

SCWS Board Meeting (4/17/2018) Minutes

6th	17-18
7th	12-13
8th	5-6
Total	154-163

**Close**

Appendix B - Governance Committee Report

Governance Report  
4/17/18 BOT Meeting

Focus Area	Goal	Status
#4 School Leadership	<b>The Year of the Wheel.</b> Gain leadership support, build shared vision and provide skills/training	Meeting with Admin staff to kickoff
#4 School Leadership	<b>School Retreats.</b> Collect feedback and make improvements on overall strategy	Survey sent To be analyzed in November
#4 School Leadership	<b>Bi-annual BOT Evaluation.</b>	Revamping prior survey to be sent out in November

1. Retreat / Mid-Year ([link](#))
2. Values Planning
  - a. Next steps is to refine and produce final product
  - b. Reveal at August retreat
3. August Retreat
  - a. Gathering input from Admin, Faculty, PA, and BOT for the following:
    - i. What can we do at the retreat that would foster meaningful connection?
    - ii. What are the pressing issues that need to be addressed in our school?
    - iii. What work would you be **excited to do** with the whole community that would be worthwhile and engaging?
4. Board Assessment
5. Board Recruitment