



## BOARD MEETING AGENDA

April 22, 2015

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**This Board meeting took place at 7:00 PM at 113 Cooper St, 2<sup>nd</sup> floor.**

*“The healthy social life is found  
When in the mirror of each human soul,  
The whole community finds its reflection,  
And when, in the community,  
The strength of each one is living.”*

**Attendees:** Mark Briscoe, Scott Olmsted, Lara Triona, Krista Cook, Richard Corbal, Margaret Rosas, Jodi Casey, Ana Elizabeth (absent: Christopheher Sblendario)

**Guests:** Shonti Burke, Sharla Jacobs

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### **7:00 – Welcome & Verse (3 min) – All**

### **7:03 – 10% off One Child Tuition Drawing & Board Photos (10 min) – All**

Nelson-Chaver family won the on time registration drawing for 10% discount on 1 student's tuition.

### **7:13 – Board & Committee Minutes approval (2 min) – All**

**Motion:** Lara motion to approved February & March Board Minutes. Margaret 2<sup>nd</sup> and unanimously approved (8-0).

### **7:15 – Management Team Report – (15 min) – Deborah**

See full report in Appendix A. *Additional discussion about report included below.*

### **Q&A**

Summer Site to do list includes both the classrooms and garden (pathway leveling and fence).

Finance committee regular meetings will be 2<sup>nd</sup> W from 11am-12:30pm.

Liz will give financials on first week for previous month & meet with any questions or red flags.

Lara will check in with Nick about willingness to help finance committee; Monthly check-in.

**Action Item:** All school email about new teacher by Friday (photo and profile for each of the new hired teachers). Email from hiring committee members.

Rental Issues details: Implied covenant of habitability required by landlords, but we also need to return the condition to the situation we had in it originally. Might want to sell property.

## SCWS Board Meeting 4/22/2015 MINUTES (final)

### **7:40 – Preschool Report (30 min) – Aaryn**

See full report in Appendix B. *Additional discussion about report included below.*

4 day program M-Th, Fri Parent-Tot in Fall & add Sat for Spring, 2016-2017 5-day program  
8 slots for 2-day children \$3,900 & 8 slots for 4-day children \$7,800

organic gluten-free and vegetarian meal with butter and cheese & dairy-free accommodated

Partially based on the K. \$6900 recommended from

**Action Item:** in May meeting discuss off-site PreK option (20-30 minutes)

**Motion:** Mark moved to approve the Preschool budget & tuition rates; Richard seconded.  
Unanimously approved (9-0).

### **8:10 – CA Vaccine Legislation (10 min) – Mark**

Mark talked to lobbyist in Sacramento; said very likely to pass implementation.

Request of Guest: school to make a statement opposing the SB 277 as amended.

School is strongly in favor of personal choice of vaccinations.

SCWS families value community health and expect most parents are pro-choice on vaccines.

Problems with legislation: modifies education code. Private schools are very unregulated & have minimal report backs.

**Schools Public Position:** Strongly supportive of choice and in importance of healthy communities, but not taking an official position on SB 277. OK for individuals on board or teachers to make personal position statements to the legislators.

**Action Item:** Publish a statement to the Santa Cruz Waldorf School community—While the school is not taking any specific position on pending legislation, we support our parents right to make choices about medical decisions.

### **8:40—EC Report (10 min)—Mark**

1. 60 day fee after withdrawal. One-time waiver for 30-day.
2. PreK: reasons and desires to have separate pieces while also clearly part of school.
3. Hiring processes: we use for the same approach for all available positions.

### **8:45 – BoT Calendar & Communication Planning (20 min) – Lara**

Board Minutes on Website.

Group shot or name & Photo (do it by May Faire or at there). Bios is 2-3 sentences (kids role, ...)

### **8:50 – Closed Session about Personnel (20 min) – Board & Deborah**

Discussion about structure of PreK as board implemented program.

### **9:25 - Closing**

## Process for requesting items on Board Agenda

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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

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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 chair person 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

**Santa Cruz Waldorf School Board Meeting  
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**Director of Operations Report**

**Enrollment**

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School Total Current: Enrolled 142 (2 new 2nd and 4<sup>th</sup> graders, with 2 waiting for PreK

10% drawing

Next years enrollment: 37 Enrolled, 29 Pending = 56, \$424K so far in next years budget

Our enrollment events are doing well...

14 in MINK this past weekend

3 Walk Through the Grades Tours over the next 3 weeks.

**Operations**

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Rental – Landlord not acting like she’s clear on our termination of lease.

Working to clean up the land.

Tenants have given us permission to use the land for May Faire, have expressed a time to leave as June 30<sup>th</sup>.

Reaching out to Larry Favor to determine what has been a problem with the rental since his time.

Emergency Planning Committee – Planning an emergency drill training this summer for teachers, Fire Alarm operational except in the office.

IT committee – Have received a proposal to update our phone system. They are providing us with a lease option, I’m reviewing it.

Still working with Google to change our email over.

Treasure Tree – Hired Elizabeth Bentz as the manger. Recently received a note about how amazing it looks

Facilities – The Pre K fence has been well received

The summer To Do list is being formed

**Budget**

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Building Budget based on enrollment projections...

**Personnel**

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Hiring ... Kinder teacher update

**Curriculum/Program Developments**

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Afterschool – need to build a sub list, working on it in the office

Camps – Have three for the summer, enrollment is under way.

2015-16 Calendar – waiting for Board dates to add to the calendar, and some determination about events

**Mgt team/ Board Development**

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WASC 2 day mid cycle visit next year... Set for March 7<sup>th</sup> and 8<sup>th</sup>

“Ask Me Anything” mornings after the break... Tuesdays during coffee time

Working on the new TA committee - haven't met yet, waiting for Tycho to return from vacation

**Legal**

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Letter from Kraus Family regarding the rental

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**Preschool Report**

2015-2016 PreK Program Info

We will be operating Monday through Thursday from 8:30am to 1pm -- no aftercare.

We have the same school year as the rest of SCWS, next Summer 2016 we intend to add a Summer Program, so far we have only had one family interested in a program for Summer 2015, and a family interested for 2016.

We have a 2 and 4 day program: \$3,900 for 2 day and \$7,800 for the 4 day program; The 2 day program has a \$750 registration fee due upon enrollment; the 4 day program has a \$1,000 fee due upon enrollment \$500 is for supplies and \$500 is a deposit both are nonrefundable.

So far recruitment has been all word of mouth, we are getting several families enrolling from Parent-tot and several from Johnny Crowe's which will be closing in June.

All Prek Families will use the TADS system, the same process for enrollment that the rest of the school uses.

We begin the day with outside creative play and will go on walks at this time as well, then we have Ring-time; Snack is at 10am; 10:30am - 12:15pm inside play; story or puppet shows; lunch is at 12:30pm; 1pm time for pick-up.

The children don't bring lunches like the K they are fed in the PreK very simple meals, the snack is fruit and nuts or cheese and the lunch is a vegetable based soup 2 days a week and the other 2 days they are having rice and beans. Families provide the vegetables and fruit for the meals and we provide the almonds, cheese, legumes, rice, onions, garlic and condiments.

The Families of the PreK will be asked to volunteer their time for May Faire -- stocking the fish pond and working fish pond shifts and Grandparents Day, making food or being a guide; nothing more will be expected, however we welcome more parent participation if they wish to do so.