

Minutes of the Board of Trustees
Sacramento Waldorf School
Thursday, March 22, 2018
6:30 PM – 9:00 PM Room 72

Present: Brian Bertossa, Jason Sigel, David Herbert, Lawrence Olson, Andrew Jensen, Marcela Iglesias, Tammy Duncan, Ari Magruder, Eric Brickson, Esteri Hinman, Prashant Goteti, Ambrish Sundaram, Michael Fields

Absent: Neil Walshe

Guests: Rachelle Doyle, Nicole Fields, Dean Smith, Paul Bingaman, Sonya Bingaman, Isabelle Tabacot, Marianne Gray, Cindi Bradshaw, Wendy Gittleman, Zach Menzer, Margarita Hawk, Michelle Loftus-Gold, Jun Kawano, Lexi Colvin, Charlie Bingaman, Sera Kaplow

Topic/Presenter	Discussion	Decision/Action	Owner	Date
<p style="text-align: center;">Welcome Approval of Minutes</p> <p>Andrew Jensen in place of a late-arriving (due to 1st grade play) Jason Sigel</p>	<p>Motion by David Herbert to approve January Minutes; seconded by Lawrence Olson. Esteri and Ambrish abstain due to being absent from the January meeting. Motion approved. February Minutes not approved due to February meeting lacking a quorum and therefore the Minutes are not official.</p>	<p>January Minutes approved</p>		

<p>Student Government Presentation Student Body Leaders</p>	<p>Jun: Over the last several years we have seen student government transform from a group focused on social events into a group dealing with school government and finding meaningful ways to give back. The three pillars of student government are now student advocacy, community service and social events.</p> <p>Sera – We initiated a social inclusion project to combat the reality that SWS struggles with bystander syndrome where kids pretend not to see bullying, sex harassment and hate speech. Fear of retaliation has been present. Last year outside speakers made situation worse as their presentations led to students mocking the issue. We have initiated “sip talks” where student facilitators meet kids in small groups and engage in respectful discussions of difficult topics. This has resulted in positive change by students. Student government is putting together an impact report to be submitted by April 16, with a copy to BOT.</p> <p>Tutoring lab. HS kids providing free tutoring for grade 6-7-8 kids. Social - Welcome Week begins first day of school to welcome freshmen.</p> <p>Lexi - Homeless Project – Students discovered feminine products are in short supply for homeless women. The school donated feminine products. SWS contribution was one of the largest single contributions the particular agency had ever received.</p> <p>Charlie - May 5, 6 - Girl Up event; 24 hour fundraiser and walk-a-thon. Only open to students and immediate family members. Goal is \$7,500 and proceeds go to U.N. and will be given to countries where girls have the least opportunity. Minimum 5 members per team.</p>			
<p>President’s Report Jason Sigel</p>	<p>No report given to allow more time for others.</p>			

Administrator Report
Marcela Iglesias

Three (3) year accreditation visit being scheduled; must occur prior to April 17, 2019. Strategic plan completed; working on teacher compensation; pedagogical pieces being worked on and expected to be complete by October to allow Marcela to write her report. Marcela created a task force consisting of Melissa Hyatt, Dean Smith and Marcela to focus on HS budget issues, specifically teacher loads, additional needs of HS. Looking at security issues; plan to install door locks. Lockdown procedures being reviewed.

Cindi – Enrollment is currently at 421; projection for 2018/19 is 429. Kindergarten is low. 24 families from outside responded to Facebook post for Kindergarten. New 5th grader just added. 50% conversion rate expected from 8th grade to 9th.

Dean - We tend to lose 5% of our students per class each year in HS. Current class started at 40 and is now down to 34. Current junior class has lost 20% from original 50. Sophomore class is where it started. Freshman class lost one.

Seniors are hearing back from colleges now. Seniors have been accepted to 58 different schools. Competition is fierce; for example, UC Santa Cruz had 56,000 applicants for 3,900 spots. They offered spots to 26,000.

HS math department is recommending three tracks of math in the 11th grade compared to current two. Could have possible impact on budget; may need to add a 25% position. Considering offering honors chemistry and physics; these are extra electives and offering them could cost money. Honors courses are different than Advanced Placement courses. Advanced Placement (AP) does not fit our curriculum pedagogically. Students can take AP exams but we do not teach to required AP curriculum.

Eric - ad hoc security committee has been formed.

	<p>Members are Eric, Dean Smith, Zach Menzer, Wendy Gittleman, Steve Payne and Scott. One meeting so far. Trying to identify opportunities to improve security with minimal impact. Looking specifically at ability to lock a door from the inside and general campus access issues.</p>			
<p>Development/Auction Update Rachelle Doyle</p>	<p>Discussion of preliminary Auction numbers. Budget was \$125,000. We reached that goal. Expenses are currently identified as \$29,511 but will go up after final submissions are received. Auctioneer fee is 10% of live auction gross proceeds.</p>			
<p>Master Plan Review Dave Herbert</p>	<p>Committee focused on two issues: 1) Meristem is coming to the end of its life and needs to be replaced. Fine and Practical Arts will be separated in different facilities. 2) Expanded early childhood services; preschool on-site. We may be able to combine Early Childhood with Fine Arts or we may end up with separate buildings, but the building or buildings will be adjacent to Kindergarten.</p> <p>We now need a professional architectural firm to put together a floor plan and exterior elevations so we have several options for committee and community to pick from with the next step being to obtain quotes from contractors. As to projected cost to build the project, assuming 5,000-7,000 square feet, the construction cost would likely be at least \$2M plus permitting/development fees, design cost. Construction cost is usually about 50% of project cost. Mike Fields is now writing a Request For Proposals (RFP) to submit to architectural firms for quotes. Once an RFP goes out it usually takes 2-3 weeks to get responses.</p> <p>The cost for this work will be a minimum of \$10,000, probably \$20,000 or more. Dave suggests we take this expense out of reserves, as it is not in the budget and this type of expenditure serves purposes for which reserves</p>			

	<p>have been used in the past i.e. to plan for the school's future.</p> <p>Dave: motion for BOT to authorize expenditure of up to \$30K from reserves to hire an architect firm to provide described scope. Lawrence: 2nd. Tammy votes No; Ambrish abstains; motion passes.</p> <p>Discussion of whether capital campaign should be a prerequisite prior to breaking ground on this. Dave: We may want to have one but we do not want to commit to running one as there are many variables that could change between now and when we are ready to break ground.</p> <p>Ambrish: strategic plan v. master plan. We should be discussing strategic plan in advance of spending money on master plan recommendations.</p>	<p>Motion by Dave Herbert for BOT to authorize expenditure of up to \$30K from reserves to hire an architectural firm to provide described scope. Lawrence: 2nd. Motion passed.</p>	<p>Dave Herbert</p>	<p>Upon completion of RFP by Mike Fields and distribution of RFP to bidders</p>
<p>Finance Lawrence Olson</p>	<p>We have received three responses to our RFP for a new CPA. Our current firm was one of the bidders. We will have a recommendation in April.</p> <p>Lawrence brings a motion to give Finance Committee discretion to redirect funds currently invested in Rudolf Steiner Foundation to higher return investments. The school currently has \$180,000 invested in Steiner Fund. We receive .75% on Steiner funds; Dave seconds the motion. The money would be moved into the operations basket of funds; none would be moved into Endowment. Motion amended to state that SWS will continue to maintain some portion of \$180,000 in the Steiner Fund, with the amount to be determined at the discretion of the finance committee. Amended with agreement by Lawrence and Dave. Motion passed.</p>	<p>Motion by Lawrence Olson to give Finance Committee discretion to redirect funds currently invested in Rudolf Steiner Foundation to higher return investments, with caveat that SWS will continue to maintain some portion of \$180,000 in the Steiner Fund, with the amount to be determined at the discretion of the finance committee. Dave Herbert – 2nd. Motion passed.</p>	<p>Lawrence Olson</p>	<p>At discretion of Finance Committee</p>

