

Sacramento Waldorf School
Board of Trustees Meeting, Room 72

Thursday, August 23, 2018

6:30 p.m. to 9:00 p.m.

“Our highest endeavor must be to develop free human beings who are able of themselves to impart purpose and direction to their lives. The need for imagination, a sense of truth, and a feeling of responsibility—these three forces are the very nerve of education.” – Rudolf Steiner

Present: Brian Bertossa, Michael Fields, Prashant Goteti, Marianne Gray, Andrew Jensen, Marcela Iglesias, Tammy Duncan

Absent: Lawrence Olson, Eric Brickson, Esteri Hinman, Jason Sigel

Guests: Wendy Gittleman, Zach Menzer

Topic/Presenter	Discussion	Decision/Action	Owner	Date
<p>Welcome / President’s Report – Inform Andrew Jensen</p>	<p>Note made that we lack a quorum; quorum requires 51% of “authorized number of trustees” which is 15, of which one must be a faculty member. We have only six trustees in attendance. As a result, we cannot approve July Minutes or vote on any other item.</p> <p>Andrew discusses and lauds implicit bias training provided today to Andrew, several other BOT members, administration and faculty at SWS by American Leadership Forum. Discussion of need for ongoing BOT education on diversity.</p>	<p>July Minutes to be reviewed and voted on at September BOT meeting</p>	<p>Andrew</p>	<p>September BOT meeting</p>

<p>Administrator's Report – Inform Marcela Iglesias</p>	<p>Enrollment number was at 427 but we lost six over the weekend. We are at 421, with 415 enrolled, six pending. There is a wait pool in some grades, but the wait pools are not all in the “right” grades i.e. the grades with room for additional students. Our 2018-19 budget assumes enrollment of 420.</p> <p>For coming year, due to declining pool of students at Waldorf K-8 sister schools, Cindi is expanding her recruiting efforts. Cindi will be targeting K-8 non-Waldorf private schools in the area with relatively high tuition. She will also visit public K-8 schools in El Dorado.</p> <p>A plan is being created to address attrition between LS and HS. Cindi will increase recruiting efforts on Facebook due to recent success. Six play dates are scheduled for Kindergarten. A buddy system is being put in place for new families.</p> <p>Marcela and Zach brought an employee-student interaction policy to the faculty to conform to new requirements created by Assembly Bill 500. The requirements of the policy include, among others, issues related to faculty-student social media interaction, faculty always having visibility when interacting with students.</p> <p>A new field trip policy has been approved by the Steering Committee with the understanding that feedback will be received from teachers. The policy is written for teachers, not parents, so the policy will not be shared with parents, but prior to field trips parents will be informed of what will take place on the trip. Parent chaperone guidelines will also be shared with parent chaperones.</p> <p>Four or five resumés have been received for the open</p>			
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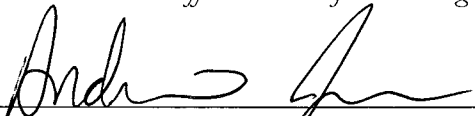
	<p>Director of Development position. Our salary range for the position is scaring off some talented applicants. Zach, Cindi, Marcela, Nicole Fields, Brian Bertossa and John McIntyre will be on the search committee for the Director of Development.</p>			
<p>Finance – Inform Andrew Jensen, Wendy Gittleman</p>	<p>The audit by SWS’s accounting firm went well; the auditors came today to finish and said we are in the best shape they have seen. Payroll looked very good, which is rewarding after all the work done to clean up bookkeeping around payroll. The auditors made the following recommendations: 1) that certain accrued time off not be carried over; 2) to increase security around the server room, noting the door to the server is frequently open; and 3) that our investments are more aggressive than what our investment policy appears to permit. Discussion of whether that is truly the case.</p> <p>The EDD audit has started; the auditor tested payroll taxes and is investigating whether our classification of certain workers as independent contractors meets the independent contractor test or whether those workers are more appropriately classified as employees. The auditor will return with her report, but she did not see any major problems during her visit.</p> <p>Lawrence’s recommendations on how to invest funds formerly invested in Rudolf Steiner funds will be presented to BOT in September.</p>	<p>Recommendation to be made to the BOT on how funds formerly invested with Rudolf Steiner funds are to be re-invested</p>	<p>Lawrence</p>	<p>September BOT meeting</p>

<p>Master Plan Update - Inform Mike Fields</p>	<p>The second meeting with the architects regarding plans for the replacement of Meristem took place. More feedback received. Block diagrams provided. Lots of interaction with stakeholders.</p> <p>The next step is to create a floor plan. The next meeting with the architects is scheduled for September 17, but the architects have been asked to share the architect's preliminary floor plans and site layout with BOT the Friday before in advance of the BOT retreat.</p> <p>Question raised regarding whether replacement of the LS is part of the master plan. Mike: There was a real master plan – “real” meaning comprehensive as opposed to the current “master plan” discussion which centers around replacement of Meristem - prior to the HS construction. It was a five phase plan and replacing the LS was the last phase. We are currently not to the point where we can take on planning for replacement of the LS. There may be a need soon to revisit the full Master Plan as, for example, decisions over Meristem replacement are being consciously made that differ from the master plan e.g. the master plan moved Kindergarten towards the farm and rerouted car traffic to the perimeter of the campus and those steps are not contemplated in the Meristem replacement plan following discussion and input from stakeholders. We are on track to hold to our schedule of having the decision-making process around replacement of Meristem complete by the end of calendar year 2018.</p>			
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<p>Term Limit – Discussion Andrew Jensen</p>	<p>This item will be discussed further at the BOT Retreat. A packet will be distributed to BOT on term limits prior to Retreat. Eric Brickson will be leading the discussion at the Retreat. Suggestion made to discuss term limits for committees as well as for BOT at Retreat. Note: Dave Herbert had suggested at a prior BOT meeting that term limits for COT also be part of a term limit discussion</p>	<p>Term limit discussion</p>	<p>Eric Brickson</p>	<p>September BOT meeting</p>
<p>BOT Retreat Agenda – Discussion Andrew Jensen</p>	<p>The BOT Retreat agenda is not finalized, but currently includes: <u>Welcome</u> <u>BOT logistics and work</u> - how are we structured, how do committees work, what is our work, what is our purpose, how do we help move the school forward, expectations for how the BOT communicates with the community, putting together a calendar of when in the Board year the BOT should decide topics such as budget and tuition, sharing of governance map, discussion of role of the Administrator in this governance structure, BOT accountability document - what committee, what financial contributions, what other contributions of time, discussion of increasing faculty-BOT interaction. <u>Strategic Planning Committee charter</u> – Discussion to be led by Esteri. <u>Master Plan</u> – COT/BOT jointly discuss. <u>BOT term limits</u> – Discussion to be led by Eric Brickson. <u>Review of new diversity statement</u> - COT will present to BOT.</p>	<p>BOT agenda to be distributed</p>	<p>Andrew</p>	<p>Prior to September meeting</p>

<p>New Member Vote – Decision Andrew Jensen</p>	<p>BOT unable to vote on applicants for open BOT positions due to lack of quorum and inability of BOT thus far to meet and discuss candidates together. The candidates will be discussed at our next BOT meeting (the BOT retreat) time permitting.</p> <p>Materials on all three current candidates to be distributed again to BOT. Decision made to invite the three pending candidates to attend the BOT Retreat prior to BOT decision on their applications to allow candidates opportunity to learn about BOT activities and responsibilities prior to potential BOT service.</p>	<p>Application materials for three pending candidates to be distributed</p> <p>Three pending applicants to BOT to be invited to attend the BOT Retreat</p>	<p>Andrew</p> <p>Andrew</p>	<p>In advance of September BOT meeting</p> <p>ASAP</p>
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These Minutes are not an official record of the meeting of the Board of Trustees until signed by an officer of the Board.

Signed: 
Andrew Jensen, President

Date: 9/15/18