

Spring Garden Waldorf School

Board meeting minutes

September 16, 2024

Attendance: Brenda Leighton, Ken Ambler, Jeff Scott, Stephanie Bailey, Amy Hecky, Dan Kavouras, Rocky Lewis, Julie Marchetta, Kelli Wright, Dionne LaRue, Kyle Strnad, Michael Gannon, Suzie Reich, Darrin Griggy, Bridget Ambrisco

Absent: Gabrielle Aryeetey, Matt Slater, Marie Paul

Meeting called to order at 6:32 PM with the reading of the Opening Verse

Approved Minutes

August 12 Board Meeting minutes approved

August 22 Joint Board Faculty Meeting minutes approved

Education and Inspiration – Stephanie Bailey

Based on last years' experience, this year's Education and Inspiration will be based on *Partnerships of Hope: Building Waldorf School Communities* by Christopher Schaefer. Limited paper copies are available by asking Stephanie.

Two study questions were discussed from Chapter IX of the book:

- “What do you think is meant by the statement “Waldorf education gives its students an experience of human history and of themselves which is spirit-filled but is neither denominational nor ideological” (Schaefer 205). What do you see happening at SFWS which moves towards this experience for students, and where are further efforts needed?”
- What stood out to you in the reading?

Administration Reports

Administration: Amy Hecky

- Several positions have been filled and will be announced in the Sept. 17th Tuesday Note. They are:
 - Danielle Gilbert as the Fundraising and Event Coordinator
 - Ashley Shock as the P and C assistant
- Other staff have transitioned
 - Madison Denk resigned from Bluebell Garden. Jennifer Heyboer replaces Madison.

There were several questions based on the written report that Amy submitted prior to the Board meeting concerning the new Department of Labor overtime rule for salaried employees:

- Does the pay increase mandated by the government fit the budget?
 - Yes. Since we're not hiring a full-time development person, funds are available for other payroll needs.
- How did the pay increase come about?
 - Our attorney, the Department of Labor and the Independent Schools Association all agreed that this was needed
- Have we ever tracked hours for employees of SGWS?
 - No. It's a lot of effort. Holding people to 40 hours isn't appropriate.
- How do volunteer hours fit in?
 - That's part of the parent role and doesn't fit into the overtime rule.

Administration and Marketing: Rocky Lewis

- Details of the 1st Quarter marketing plan is in the report.
- We had 180 contracts at the beginning of the school year. 5 students have left, leaving SGWS 175 current students. 2 applicants are in process. 2 students were unenrolled via Probation.
 - Vocab: Probation – New students are on 10 weeks of probation. There is a 3rd week check in and progress reports during the probation period. Rocky manages the timeline and helps with communication with the parent/guardian
- FACTS is a database to manage students. It will allow for admissions and enrollment. Faculty could use it for grading and evaluation. Parents could log in and use it to look at grades. Rocky is working with FACTS.

Finance: Julie Marchetta

- Handouts for the Board included approved 2024-2025 Budget, the 2024-2025 YTD budget, and our Liability Insurance certificate for the 2024-2025 year.
- For the YTD budget, not much activity yet as the year is still new. We have not collected tuition yet.

Committee Reports

Executive committee: Bridget Ambrisco

- No report

Finance Committee: Jeff Scott

- No report. The Finance Committee met and reviewed the budget. In the November report faculty salary and tuition will be discussed.

Governance Committee: Brenda Leighton

- The Governance Committee accepted Amy's (Director of Administration) Goals (discussed in New Business).
- Reviewed 2023/2024 Goals
- Accepted meeting times and dates for the years meetings.

New Business

Director of Administration Goals: Amy Hecky

- Director of Administration Goals for 2024/2025 (recorded in the Governance Committee report)
 - Facilitate creation and implementation of Operations Plan out of approved Strategic Plan
 - Plan for and be prepared to implement retirement benefit in July 2025
 - Facilitate progress of Master Site plan
 - Facilitate creation of a capital budget that is separate from the operating budget

Questions:

- When do we (Dir of Admin) do evaluations for staff?
 - Should be annually. Should be all admin staff. We will work on this.
- Do we, as a Board, need to approve the Director of Admin Goals?
 - No, this lives in the Governance Committee and is reported to the Board when approved.

Committee Membership: Bridget Ambrisco

Committee Chairs for 2024/2025:

- Executive committee: Bridget Ambrisco
- Governance committee: Brenda Leighton
- Finance committee: Jeff Scott
- Tuition committee: Julie Marchetta
- Nominating committee: Amy Hecky
- Development committee: Matt Slater
- DEI committee: Ken Ambler
- Site committee: Matt Plevrakis
- Marketing committee: Rocky Lewis
- Parent Council: Kelli Wright

A master list of committees and members will be placed in the Google Drive folder for the Board.

Action on the Strategic Plan: Amy Hecky

The Strategic Plan is not complete and no action from the Board is needed currently.

After the Joint Board/Faculty meeting on Aug. 22nd, all comments from the meeting were compiled and put into the Strategic Plan.

- Admin Faculty is making changes to the Strategic Plan, based on the comments
- Working on the last 25% of comments. It should be finished in the next week.
- Updated plan will be sent out prior to the next board meeting (in October)
- After Board approval, the next step is to work on the Operating Plan.

Questions:

- Does the Board make suggestions to the plan or just approve the plan once it is complete?
 - Approval after it is complete. The Board does not finesse or wordsmith the plan

Email list and shared drive for Board documents: Kelli Wright

Instructions have been sent out to Board members. We are using a shared Google Drive for documents for the Board. If you have problems with access, contact Kelli.

Questions:

- Who can add documents?
 - Anyone can add documents.
- Can you have a shortcut to a document in another folder?
 - Kelli will research and report back
- Kyle had a suggestion:
 - Based on his experience in construction (which uses shared folders and documents) create a folder titled "To be Filed" and people put files in that folder to be filed. This eliminates confusion if a document is finished or needs further editing.
 - Also, once a document is final, make it into a PDF for the final copy.
- Can documents be shared from this folder
 - Yes, can share with a right click.

Parent Council Report (missed earlier in Reports): Kelli Wright

Successful social events. Welcome Back dinner. New events are added, such as early childhood playdate and Board Game night in the gym. Thinking about how to do more.

Meeting adjourned at 7:32 PM with reading of the Closing Verse.

Ken Ambler
(he/him)
Board Secretary

Next Board Meeting: October Board meeting at SGWS, October 14, 2024, at 6:30 pm.