A picture containing graphical user interface

Description automatically generated

WS Board of Trustees Agenda

October 7, 2021, 6-8:00 pm

In Person / Zoom

“May we strive together with good will to form a community

Where the gifts of each one are acknowledged and where each one does one’s best, That the highest spiritual powers

May help us bring forth a school worthy of all children –

That they may learn to live and breathe in spirit awareness,

Blessing the world with their deeds.”

1. CALL TO ORDER  
  
2. ROLL CALL **Present: Shane, Tre-C, Renee, Holly, on zoom: Megan, Shannon, Brenda, Stacey, Katia, Stef, Gretchen, Janeen Hutchins, Ashli has an approved absence.**

3. IMPACT MOMENT  
  
3. APPROVAL OF AGENDA. **Renee will be second.**  
4. WELCOME TO VISITORS.   
  
5. PUBLIC COMMENT  
  
6. CONSENT AGENDA: (Items listed under CONSENT AGENDA are considered to be routine by the School Board and will be approved in one motion unless a Board Member requests that an item be considered separately.)  
  
      A. Approval of the September 2021 Regular Meeting Minutes. **Approved.**

      B. Approval of the September 2021 Financials. **Approved.**  
7. PRESENTATION

1. Board Roles and Responsibilities Presentation by Janeeen Hutchins

Foraker group has great resources.

BOARD ROLES AND RESPONSIBILITIES

The board is the official representative of the school.

Members are community ambassadors

Members should commit to being knowledgeable and supportive of the organization.

Everyone has a copy of the bylaws and are updated. Structure sets us free. Board members are resources to the school, parents, staff and community they serve.

The structure of the meeting is formal: Robert’s Rules, which are the general framework for running non-profit board meetings.

We are the supervisor of the ED, which includes evaluations and pay raises. This should be mapped out in the course of the year.

There are 4 areas of Roles and Responsibilities: How well are doing?

**Identity and Direction**

-Has the board adopted or revised a strategic plan within the last three years?

-Does the board ensure our mission/values are reflected in our programs?

-Are the school’s strategic priorities reflected in the annual budget?

**Ensuring necessary resources**

-Do we expect all members to be active in board recruiting?

-Does the board expect all its members to be active in fundraising efforts? Volunteering hours or financially.

-Does the board’s composition reflect the strategic needs of the school? Do we have an accountant on the board? Or business leader?

**Providing oversight**

-Does the board have a financial understanding of the school’s financial health?

-Does the school have risk management policies and plans?

-Does the board monitor progress toward achievement goals related to the school’s programs

-Does the ED get an annual performance review by the board?

**Board operations.**-Does the board assess its own performance?

-are board policies regularly reviewed?

-do committees and task forces actively engage board members in the work of the board?

-are the agendas focused on strategic importance?

-do board members have easy access to information needed for effective decision making? Reports are timely and available ahead of time so everyone can read them.

8. ADMINISTRATIVE/BOARD REPORTS

     A. Executive Director **Brief update about enrollment: Gave a tour today for next year. Other update around finance and accounting. Had a productive meeting today and has another one on Oct. 19th. Right now we’re only reconciled through June.**

Faculty Representative

**We have a Eurythmist arriving tomorrow for a block beginning Tuesday. We’re looking forward to it.**

**We’re coordinating how we can do individual class Eurythmy assemblies and are hopeful this can happen.**

**New air filters have arrived and are being (or will be) put to good use.**

**Mentoring is continuing for our new teachers and observations are ongoing.**

**Teachers are already preparing for conferences Nov 1st and 2nd.**

**Faculty is beginning a conversation about our Oct 15th deadline of having a decision about whether we move indoors to eat or not and what that might look like.**

**This continues to be true:**

**The faculty has felt Tre-C’s wonderful leadership and guidance and have appreciated her presence of mind and problem-solving abilities. Her ability to communicate clearly, and to bring clarity to situations has been a huge asset and we’re very grateful.**

1. Development Director  **Gretchen Klein: doing a lot of work in the last 6 weeks. We needed to put some policies and procedures in place, updating the website and doing some general clean up with donors. The annual campaign is coming quickly, and she met with some past donors about what works and what doesn’t. The fire panel needs to be replaced and we’re looking about how to add that into the campaign. We’ve been working a lot on timelines and strategies, capital improvements and funding sources. Putting together corporate giving lists. It’s slow progress but in the next 18 months we’ll have some successes coming in.**

9. UNFINISHED BUSINESS

**Annual Giving: Branding. We need to come up with a name or an idea that stays the same each year. Continuing ed hasn’t been consistently budgeted for and that seems like an area all community members can get behind. If people know they’re giving back to help the teachers, which helps their children, that’s something they can get behind. So we can put that together with the fire panel so we can get that covered because it’s necessary. We want to make sure we have enough money, so we high-balled it to $40,000-$50,000 and then added teacher training. We need to shoot higher for it. $75,000 is aggressive, but we need to step things up a bit. It can come down to asking a few people and have meetings with them. It should be launched by Oct. 25th.**   
**It’s really important for the board to be involved and be champions of it.**

**We need to get some strategic planning done, how much do we need to raise?**

11. NEW BUSINESS - (These require motions for approval)

1. Request Approval of the Board Standard Application Packet. **Vote to adopt a packet but details will be ironed out and final draft available by our November meeting.** **Motion approved. Voted and approved.**
2. Request for Approval of Board Application Stephanie Smith for Seat 4 - Appointment  
   Swearing in Oath of Office.
3. Request Approval of Annual Campaign Title: “Caring for students, caring for teachers, caring for parents” in the amount of $75,000 for fire panel and Educational Funds. **Motion to adopt name for annual campaign. Motion passed.**
4. Request Approval staff to recruit community members for the board by Dec trainings. **Tre-C is hoping for approval that she or other board members can recruit other board members. The idea of an application can show engagement and allows us to decide if we’d like to invite them to the board. There doesn’t seem to be anything in the bylaws that wouldn’t allow us to do this. Common practice is that the ED does participate in board recruitment. Motion to ED and other board members can recruit. Motion passed.**

12. INFORMATIONAL ITEMS

1. Staff is compiling 3-5 Year Capital Equipment and Facility Needs list to be approved at the November 11th 2021 Board of Trustees Meeting

13. ADVANCED PLANNING

         A. REGULAR BOARD MEETING: Schedule next meeting November 11th 2021, **6pm. Shane will have to zoom in to this one. Our goal is the second Thursday of the month.**

          B. STRATEGIC PLANNING AND OPERATIONS FY2022/2023

     Set Dates for Dec, Jan and Feb. **The first Thursday for Dec, Jan and likely Feb will work for these meetings. That would be Dec. 2, Jan 6 and Feb 3.**

               Board Trainings, Strategic, Capital & Facility, Budget, and Development Planning   
  
          C. COMMITTEE FINANCE / BUDGET PLANNING FY2022-2023. **Tre-C would like to establish some small committees, to bring this to the larger group during meetings.**   
  
          D. COMMITTEE POLICIES & PROCEDURES – REVIEW OF BYLAWS

                ANNUALLY. **We need to have some technical edits, it says it’s a 2018 draft and that we meet on the second Monday of the month, these need to be edited so when we share with new members it’s actually accurate and what we’re doing. We should have this done by the next meeting. We want to make sure it gets notarized and it’s official for auditing. Renee will take first stab at editing. All board members should read this again and note any changes and forward to Renee.**

1. COMMITTEE MARKETING

14. ON-GOING DISCUSSIONS  
  
15. BOARD COMMENT/PUBLIC COMMENT

**TO DO’S:**

**-SHANE NEEDS TO REACH OUT TO KIM REGARDING THE ACCOUNT.**

**-ALL BOARD MEMBERS ARE TO READ THE BYLAWS, AND FORWARD ANY SECTIONS TO RENEE.**

**-THE NOTES AND PRESENTATION FROM JANEENE WILL BE FORWARDED BY TRE-C.**

**-BOARD MEMBERS WILL REVIEW BOARD PACKET SO IT CAN BE APPROVED AT OUR NOV MEETING.**

**-NEXT MONTH WE WILL NEED TO OFFICIALLY SWEAR IN ALL BOARD MEMBERS AND SIGN DOCUMENTS, INCLUDING THE CONFLICT OF INTEREST FORM.**

16. ADJOURN  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 Executive Session Motions:

A. To discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the school district.

B. To discuss subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion.

C. To discuss matters which by law, municipal charter, or ordinance are required to be confidential.

D. To discuss matters involving consideration of government records that by law are not subject to public disclosure