

Sacramento Waldorf School
Board of Trustees Meeting, Room 72
Thursday, August 24, 2017
6:30 p.m.

Present: Jason Sigel, Lawrence Olson, Brian Bertossa, Dave Herbert, Eric Brickson, Ari Magruder, Ambrish Sundaram, Prashant Goteti, Michael Fields, Marcela Iglesias, Tammy Duncan (3rd grade teacher and new COT representative to BOT)

Absent: Andrew Jensen, Neil Walshe, Esteri Hinman

Guests: Lisa Morgan (LS Coordinator), Dean Smith (HS Coordinator), Wendy Gittleman, Garret Duncan (10th and 11th grade parent; Garret's wife is an assistant to Ms. Rodriguez in Kindergarten), Janis Walters

Topic/Presenter	Discussion	Decision/Action	Owner	Time Frame
Welcome and Introductions Jason Sigel	No June Minutes to approve yet. No July meeting so there will be no July Minutes. June Minutes will be presented for approval along with August Minutes at September meeting.	Approval of June, August Minutes	Jason Sigel	September BOT meeting
High School Results Janis Walters	"HS Q&A" regarding SWS HS Class of 2017 distributed regarding SAT and ACT scores, majors indicated by seniors that they want to pursue, acceptance to colleges and comparison of scores/acceptances by SWS seniors to those at other private schools. SAT/ACT scores are only shown for kids who took SAT/ACT with intent to apply to four year colleges. SAT changed format March 2016 so there are some scores under the old format and some under the new format; this will be the only year with old and new scores. Consensus is Waldorf compares favorably to other local private and public schools both in college entrance test scores and percentage admitted to various four year colleges. Discussion of increases in community college applications and desire of seniors going to community colleges not to be perceived as "less than" those going to four year colleges. Some form of HS Q&A information should be disseminated: 1) as an announcement to the community; 2) placing it on SWS			

	<p>website; and 3) providing it directly to 6th, 7th and 8th grade parents. (Jason (6th grade) Brian (7th grade) and Dave (8th grade) will carry this information to middle schoolers). 17 of 38 2017 SWS grads went to four year colleges.</p>	<p>Marcela to provide soft copy of HS Q&A to Dave, Jason and Brian by e-mail</p> <p>Jason, Brian and Dave to bring HS Q&A to 6th, 7th and 8th grade parents</p>	<p>Marcela/Wendy/Janis</p> <p>Jason, Dave, Brian</p>	<p>DONE</p> <p>6th, 7th and 8th grade class meetings</p>
<p>Administrator Report Marcela Iglesias</p>	<p>Staffing update: Marcela glad to have Lisa and Dean aboard as LS and HS Coordinators. Nick Broad has resigned as Enrollment Director. Two candidates for the position have submitted resumés; one will be interviewed on Monday. Marcela added “social media” to the job description for Enrollment Director. Rachelle has been carrying some social media but can’t do so indefinitely.</p> <p>Beth Ghiorso (50% library, 50% HS humanities) is not returning. She accepted a position at Carver HS. Doris will keep library moving. There is a possible fit for volunteers in the library. We have hired someone to cover humanities classes. She worked at American River College. We also have the ability to fill the humanities piece in-house if needed. We have a new U.S. history teacher who is starting next Tuesday. Rebecca DuFour (LS Winds) is not returning. LS Winds is a six hour per week, 38% position; no insurance. Lisa is looking in-house and elsewhere to fill LS Winds position.</p> <p>The CPA audit was performed on time. CPAs gave us a few things to do. All went well. We changed payroll services during this time as well. This new service eliminates the need for us to do double entry for each payroll; instead it goes straight into Quick Books. Time cards will now be online. Teacher training update: Many teacher training institutes are folding. This suggests SWS</p>			

	<p>opening a teacher training program is not a good business move. We may move forward with more internal teacher training.</p> <p>We need a gardening/farming/construction/tool teacher for 8th grade two days per week paid for four hours. Woodworking teacher currently covering it but that is short-term.</p>			
<p>Finance Report</p> <p>Lawrence Olson, Wendy Gittleman</p>	<p>We do not yet have a hard number on 2016-17 profit or loss. We are waiting for auditors to finish. We never received a final accounting for 2015-16; preliminarily 2015-16 looks like a cash draw of \$160,000-\$200,000. 2016-17 was probably a positive \$120,000. Enrollment revenue stayed strong and there was good management of expenses and unpaid tuition was down from an anticipated \$150,000 to \$40,000. That turned a projected \$100,000 loss into a \$120,000 improvement. We will provide a two year report on 2015-16 and 2016-17. There is a new form of variance report which includes year-to-date actuals. If enrollment holds we are tracking to the positive for 2017-18.</p> <p>In response to a question about sources and amount of SWS reserves, eight years ago we had roughly a \$800,000-\$1,000,000 reserve and now reserves are roughly around \$600,000. We have no line of credit; we self-finance through reserves. We have one loan and we owe approximately \$2,800,000 to be repaid over the next 12 years. We pay \$300,000 per year interest plus principal and principal is reduced by approximately \$200,000 each year.</p>			
<p>Development Report</p> <p>Brian Bertossa</p>	<p>Discussion of approval of Farm Fresh to You, Nugget contracts, which will provide SWS with revenue based on use of services by SWS families. Motion made by Brian, seconded by , seconded and passed. Comment made that although such contracts seem very benign, it is best practice to present full contract to BOT when approval is</p>	<p>Approval of Farm Fresh to You and Nugget contracts</p>	<p>Brian/Marcela to inform Director of Development Rachelle to proceed</p>	<p>ASAP</p>

	<p>requested.</p> <p>Discussion of BOT role in funding purchase of hydroflasks and coffee mugs for use as gifts to major donors and to departing SWS HS seniors. This issue and broader role of BOT in Development to be discussed at BOT Retreat.</p> <p>Discussion of Annual Giving campaign, major donor dinner, Picnic Day, potential formation of Grandparents' Association.</p>			
Enrollment Report	<p>As of August 23 enrollment is at 434, second highest enrollment in school history. 107 new students offered spots, 86 were accepted; 24 did not accept their offer; 349 re-enrolled. Kindergarten is fully enrolled with wait pool. The LS has 25 new students. The HS has 29 new students. 9th grade is 41 students including four international students which is the cap. A "full class" is 28. 60-70% of new kindergarten kids are referrals i.e word of mouth. Also the open houses were helpful.</p> <p>Anne Landgraf will be parent-tot teacher.. Melissa Hyatt signed up for Enrollment committee.</p>			
Buildings and Grounds Report Mike Fields	<p>No July meeting; August meeting recently held with Scott, Steve Payne and John Petering in attendance. A lot of good work accomplished this summer; more than in the last few years, and much credit belongs to Scott. Floors replaced in rooms 6 and 8. Scott and his wife installed the floors. Replaced eurythmy floor and ceilings. Repainted San Juan Hall. Repainted room 4. A second swing set was installed in Kindergarten playground. Completed decomposed granite path and new seating for oak stage.</p> <p>Items on list not completed yet include:</p> <p>replacing garbage enclosure- Mike gave Scott drawing so now Scott can price materials;</p> <p>1st and 2nd playground. Scott has been waiting on Tony</p>			

	<p>Nunez – parent architect/developer. Scott needs a drawing; there will be a meeting next week. Marcela: A tree needs to come down. There will be a mound of dirt. Unclear if the structure will be completed by start of the school year.</p> <p>HVAC Fund-an-Item – much of the Linden Hall work is done but more work was discovered to be needed than we raised funds for. There is still money left from Fund-an-Item which was earmarked for replacing the San Juan air conditioning unit which is eight years beyond its useful life. We got thermostats in place, which was part of what was promised to be accomplished with 2016-17 Fund-an-Item funds. Lawson Mechanical will price out what is left to do with HVAC system.</p>			
<p>Trustees Report Brian Bertossa</p>	<p>Nothing to report</p>			

These Minutes are not an official record of the meeting of the Board of Trustees until signed by an officer of the Board.

Signed: _____
Jason Sigel, President

Date: _____