

Approved 5/15/19 JC

MINUTES  
VSWEA BOARD OF DIRECTORS MEETING  
WEDNESDAY, APRIL 17TH, 2019  
ENGLISH ROOM, DESERT MARIGOLD HIGH SCHOOL

MEMBERS PRESENT:

Heather Huentelman - President	Amy Setsoafia
Clayton Hopkins - Treasurer	John Tanner
Juli Curtin - Secretary	Sandra Sabbatini Lovelady
Jimmy Wahbeh	John Elling
Jessica Jarrett	Gregory Schneider

MEMBER ABSENT

Dru Smith Crain

GUESTS:

Christie Kriegsfeld - Acting Executive Director  
Harper Rose Harris   Debbie Allen   Heather Sullivan Whitmore   Nathaniel Allen  
Laura Alvarado Coady-Director of Student Support Services   Olivia Dopp   Selina Schuh  
Alicia Lammie   Lisa Maynard   Bobi Harshfield   Michelle Kratzer   April Sauer  
Kim Baker   Colleen Pople

OPENING VERSE:

Meeting was called to order at 6.35pm

INTRODUCTIONS

Board members introduced themselves and review of meeting protocol.

MINUTES

MOTION - to approve minutes from 3/20/19 Regular Board meeting - Jessica, 2nd - John Elling, no discussion, VOTE: 10/0/0

Yea: H. Huentelman, J. Curtin, J. Jarrett, J. Wahbeh, C. Hopkins, A. Setsoafia, J. Elling, J. Tanner, S. Sabbatini-Lovelady, G. Schneider.

PUBLIC COMMENT

Heather Huentelman read a Commitment to my Co-workers verse. Asked that Heather share the document with the Board.

Olivia Dopp shared a letter about her positive experience at DMS.

Selina Schuh shared comments about her positive experience regarding her daughter Olivia at DMS.

April Sauer shared comments regarding her gratitude towards Heather Huentelman and Christie Kriegsfeld.

REPORTS

**Acting Executive Director report** - submitted in advance for review.

Topics included - Facilities / Transition Planning Committee / Business Operation Matters / Human Resources

*Site Committee* - goal is to have a more balanced representation among faculty, board and community. Christie is still working on the criteria. Jessica asked if the Board can assist.

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John Tanner volunteered to work with Christie on developing the criteria for committee member selection.

DMS marketing video - purpose? Goal use is for fundraising, recruitment of faculty and staff, general inquiries, etc.

Jimmy volunteered to work with Christie on the remaining production of the video.

Majority Faculty Intentions for 2019-2020 school year have gone out to faculty and responses received.

Repair and maintenance list does exist but isn't current. Christie and Steve are working to get it up to date.

ACWE meeting - some DMS community members/faculty/board member were present. Questions arose around communications that were presented at the meeting that were inaccurate.

Suggested by Jimmy that DMS write a report now and distribute it to all ACWE members as one was not officially presented.

Sandra volunteered to attend the Oct 19th 2019 ACWE meeting at the Tucson Waldorf School and represent the DMS Board with a written report.

**Administration Reports** – submitted in advance for review.

Business Operations / High School / Curriculum / Enrollment / Student Support Services

Michael Martin has indicated that his efforts have been focused on internal DMS enrollment to the HS. 8 students from the current 8th grade going into 9th grade and 7 external students.

We will need to know firm numbers on the HS enrollment for budgeting.

Computers for testing will be addressed over the summer. 32 total is the goal, we currently own 16 Chrome books.

Need a plan in the budget to replace old computers as they become outdated.

Grant from the FCC – there is a school funding program offered called E-rate for technology usage. \$65,602 in funding has been filed for and accepted by USAC. We are in compliance and have qualified. Details as to when the funding will be received is yet to come. Christie will report by the next board meeting.

Ms Coady has requested additional special education funding for the next budgetary year to meet increase in programming services/materials and additional needs anticipated. Increase in students in SSS as well.

**Faculty Report** - submitted in advance for review. No further discussion.

**Parent Council report** - none

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**Transition Planning** – no further discussion.

**301** – discussed later in meeting.

**Service Mark Update -**

Due April 30th. Clayton is on target to meet the deadline. He will share final documents with the Board after submission.

**BUDGET AND FINANCE - Clayton Hopkins**

Priscilla from Aspire was in attendance. The plan was to present fiscal financials to the board this evening but some additional adjustments were discovered which prevented these statements from being presented.

A \$54,000 double booking of income (\$41,000 in one area/\$14,000 in another area) was recently discovered from previous year's accounting that will be coming off of this year's accounting. Ideally, this would've been discovered at audit, but it wasn't.

Parents have not received current tuition statements consistently for this year due to Aspire's reconciling of books that led to the delay.

PayPal payments are being recorded and received.

We will be hiring a new auditor for next year.

Should we consider informing previous audit company of their miss? From experience, Clayton doesn't feel there's worth in doing that due to what could be the response and suggested resolve from the audit company.

Cash flow document that Clayton has been working on has been delayed due to additional work required by our admin staff.

Clayton estimates he will have document ready for viewing before next Board meeting.

Amy left meeting at 7.34pm

Will there be an automated way to track donations?

Amy returned at 7.36pm

In Charter accounts we are now able to track tax credits vs donations.

Suggestion to reinstate Thank You's and recognition of community members who give to DMS.

Tucson Waldorf School does donations really well. Gradelink is used by Awakening Seed.

Tax credits - there was great room for improvement in our communication and promotion of tax credits this year. Is there a plan in place to improve for next year? Yes, there will be.

Increasing line of credit from \$50,000 to \$100,000 - movement? Waiting for response from Midfirst.

Request for Christie to research a system to track donations for the next school year.

Is there a way to ask a question directly to Aspire staff? They are on site weekly, usually Wednesdays and are available for questions.

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## ACTION ITEMS

Retention of Christie Kriegsfeld for the 2019-2020 school year

Request from Transition Planning Committee to retain Christie Kriegsfeld for the 2019-2020 school year.

MOTION - to go into Executive Session to discuss the retention of Christie Kriegsfeld for the 2019-2020 school year – Jessica, 2nd - Gregory, no discussion - VOTE: 10/0/0

Yea: H. Huentelman, J. Curtin, J. Jarrett, J. Wahbeh, C. Hopkins, A. Setsoafia, J. Elling, J. Tanner, S. Sabbatini-Lovelady, G. Schneider.

7.50pm Regular meeting adjourned

8.29pm Regular meeting reconvened

MOTION - to retain Christie Kriegsfeld for the 2019-2020 school year as Acting Executive Director - Jessica, 2nd - Gregory, Juli asked Christie if she was up for the challenge and hopefully some enjoyment too, she answered yes, VOTE: 10/0/0

Yea: H. Huentelman, J. Curtin, J. Jarrett, J. Wahbeh, C. Hopkins, A. Setsoafia, J. Elling, J. Tanner, S. Sabbatini-Lovelady, G. Schneider.

### **301 appeal 2017-2018 school year**

Document sent to Board in advance for review.

Does the money that comes to DMS go into a separate account? They are restricted funds and are noted on the statements but not as a line item. A separate bank account for these funds will be maintained going forward.

For the appeal and the letter grade revisions - do we know the financial impact? We have the data to look at that.

How much was received and paid out to DMS? We can provide that answer with some research.

Jessica reviewed the research that was done in regards to this appeal.

Clayton exited the meeting at 8.43pm

Does the Board need more information to address this today?

Clayton returned at 8.45pm

There is no deadline for this appeal.

An appeal process is required by the statute.

Discussion occurred regarding obtaining additional test score info from previous years to use as a comparison. It was determined that due to the lack of consistencies in this data that info would not be helpful in making the decision.

MOTION - to move to substitute the letter grade measurement into the 2017-2018 school year 301 template for the overall school improvement - student academic achievement - Clayton, 2nd - Jessica, no discussion, VOTE: 7/0/3

Yea: H. Huentelman, J. Curtin, J. Jarrett, J. Wahbeh, C. Hopkins, J. Elling, G. Schneider.  
Abstain - A. Setsoafia, J. Tanner, S. Sabbatini Lovelady.

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### **HS Administrator Job Description**

Distributed in advance for review. Document still needs to be reviewed by HS faculty and staff.

Board needs to review and send questions as appropriate. To be addressed at later point.

### **Bylaw revisions**

Feedback was received from board members. Typos were accepted, other comments were left for discussion during tonight's meeting.

Clayton had feedback regarding the Treasurer duties. Discussion and review of his edits occurred. Heather also had edits but those were not visible. Those edits will be resent to the working group.

Board members are to review Bylaws and provide comments before next Board meeting. To be brought to May Board meeting.

### **BOARD PLANNING, POLICIES & DISCUSSIONS**

ACWE meetings – discussed during Admin Reports.

### **ANNOUNCEMENTS**

Budget meeting - 5/1/19 6.30pm – Juli will not be present, Jessica volunteered to take minutes.

Next Regular Board meeting 5/15/19 - 6.30pm English Room DMHS

MOTION - to adjourn meeting - Clayton, 2nd – Gregory, no discussion, VOTE: 10/0/0

Yea: H. Huentelman, J. Curtin, J. Jarrett, J. Wahbeh, C. Hopkins, A. Setsoafia, J. Elling, J. Tanner, S. Sabbatini-Lovelady, G. Schneider.

### **CLOSING VERSE:**

Meeting was adjourned at 9.18pm

Prepared by Juli Curtin 4/18/19

Edited by Juli Curtin 4/23/19 & 4/27/19