

Approved 6/19/19 JC

MINUTES
VSWEA BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 15TH, 2019
ENGLISH ROOM, DESERT MARIGOLD HIGH SCHOOL

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Dru Smith Crain Gregory Schneider

GUESTS

Christie Kriegsfeld - Acting Executive Director	Michael Martin – HS Administrator		
Laura Alvarado Coady – Director Student Support Services			
Heather Sullivan-Whitmore	Debbie Allen	Harper Rose	Nathaniel Allen
Michelle Kratzer	Kim Baker	April Sauer	

OPENING VERSE

Meeting was called to order at 6.37pm

INTRODUCTIONS

Board members introduced themselves and meeting procedure was reviewed.

Clayton Hopkins and John Elling arrived at 6.39pm

MINUTES

MOTION - to approve minutes from 4/17/19 Regular Board meeting - Jimmy, 2nd - Jessica, no discussion - VOTE: 9/0/0

YEA: H. Huentelman, A. Setsoafia, J. Wahbeh, J. Curtin, S. Sabbatini Lovelady, J.Tanner
C.Hopkins, J Jarrett, J. Elling

MOTION - to approve minutes from 5/1/19 Budget meeting - Jessica, 2nd -Heather, no discussion - VOTE: 6/0/3

YEA: H. Huentelman, S. Sabbatini Lovelady, J.Tanner, C.Hopkins, J Jarrett, J. Elling
ABSTAIN: A. Setsoafia, J. Wahbeh, J. Curtin

PUBLIC COMMENT: none at this time.

REPORTS:

Acting Executive Director report - submitted in advance for review.

Topics covered - Facilities / Transition Planning Committee (TPC) / Business Operations Matters / Human Resources.

Samples from the garden submitted to FSNS lab for testing, expected back in the next couple of weeks.

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Transition Planning Committee (TPC) is currently considering several items - the HS Administrator may possibly serve as the high school faculty chair, term limits, chairs from each realm.

John Tanner arrived at 6.44pm

Clayton and Christie are working with Aspire on budget for 2019-2020 school year.

Family/marketing brochure continues to be worked on. Video will be taped at a later date than 5/17 due to conflict of Pentathalon.

The plan is to extend offers to open positions on a rolling basis to be completed by the end of June.

Administration Reports - submitted in advance for review.

Question - updated enrollment numbers? Deanna is in Flagstaff for Greek Games, report to come once she returns.

Faculty Report - none submitted this month.

Parent Council report - vote for distribution of funds needed to be postponed due to continued work that Aspire is completing. Vote will occur Monday 5/20/19. New members and leadership will be voted on in June.

Transition planning - contained within the Acting Executive Director report

Service Mark update - DMS report – Alliance has received. Full membership involves use of the service mark. Because of this it will require final review by a joint Alliance/Association of Waldorf Schools of North America committee (AWSNA owns the service mark). Alliance rep is working to organize this.

BUDGET AND FINANCE

Fiscal thru April 2019 Profit and Loss and Balance Sheet submitted in advance for review.
Total Income YTD \$2,830,472. Total Expenses YTD \$2,715,656. Net Income -\$37,262

Clayton continues to work with Aspire regarding classification clean up, ie. Jessica Jarrett worked on aftercare and private income. Both were thanked for all the extra hours they have put in recently.

Underwriting proposal should be ready in 2-3 weeks.
Expecting to have 3 proposals to consider for refinancing.

Currently owed to DMS \$50,159 from private program and after care invoices not previously submitted Jan-May. Received \$59,993 to date in payments from community members for Jan-May.

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Questions - The P&L does not have budget numbers, when can that be added? This will be added in future.

How is this impacting our budget process for next year? Last year's actuals will be used as a guide in the budgeting process.

Very preliminary 2019-2020 draft budget was presented for review.

Some considerations yet to be determined - math track teacher, music programming.

Conversations are occurring around the lower enrollment numbers in the HS for next year.

Michael Martin and the HS teachers are looking at necessary adjustments to accommodate this impact.

Fundraising efforts, status, and planning - covered in Acting Executive Director report.

Discussion and possible action on 301 - 2019/2020 plan

Only change is the requirement of being a highly qualified teacher, which means having a Bachelor's degree and/or taking the AEPA test. A Bachelor's degree is required by the state to be eligible for 301.

To be eligible, teachers must be highly qualified by May 10th, 2020 for the 2019-2020 school year.

Payouts are usually received in Sept. or in 2 payments.

MOTION - to approve the proposed 301 plan for 2019-2020 - Jessica, 2nd - Clayton, no discussion, VOTE: 7/0/2

YEA: H. Huentelman, J. Curtin, J. Jarrett, J. Wahbeh, A. Setsoafia, C. Hopkins, J. Elling.

ABSTAIN: J. Tanner, S. Sabbatini Lovelady

Christie commended the 301 committee for all of their hard work since the start of the school year and working to raise the bar of our teachers.

Next Budget meeting - currently set for June 5th, keeping this date for now.

DMS pays a total of \$12,000/year for School Admin / School Master / Galaxy programs in subscription fees, license fees and hosting services.

BigSIS would cost \$2475 one time setup fee, \$8075/year and encompasses all 3 program needs. BigSIS is Waldorf friendly, designed by Waldorf people. Gratitude was extended to Michelle Kratzer and Laura Heaney for their contributions in researching new systems.

Jessica to get to Clayton BigSIS proposal numbers for next year's budgeting purposes.

Question around # of students in draft budget and accuracy of class cap numbers.

Need to add the class cap info to the budget.

Amy left the meeting at 8:05pm

BOARD PLANNING, POLICIES & DISCUSSIONS

Discussion and possible action regarding Bylaw revisions

Minor clarifications were made since last review of Bylaws. These were reviewed at the meeting.

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Amy returned at 8:08pm.

MOTION - to approve Bylaws as presented - Jimmy - 2nd - Clayton - no discussion,
VOTE: 9/0/0

YEA: H. Huentelman, A. Setsoafia, J. Wahbeh, J. Curtin, S. Sabbatini Lovelady, J.Tanner
C.Hopkins, J Jarrett, J. Elling

Annual review of Acting Executive Director and Board of Directors

This is the time of year that we assess the Executive Director position.
Discussion around the position that Christie Kriegsfeld has held this past year.
First serving as Interim Mgmt Consultant then as Acting Executive Director.

We should set goals for 2019-2020 school year for this position.
Suggested that we review achievement of goals in December and May.

Recommended that we look at skill set of Board members.

Heather will send out some documents to the Board for further review on this topic.

ANNOUNCEMENTS

Peach Festival will happen sometime next week.
Tentative Budget meeting 6/5/19.
Next Regular Board meeting 6/19/19.

Heather read a letter of resignation from the Board by Jimmy Wahbeh.
Heather received an email of resignation from the Board by Amy Setsoafia.
Both were thanked for their service to our school.

MOTION - to adjourn meeting - Clayton, 2nd - Jessica 9/0/0
YEA: H. Huentelman, A. Setsoafia, J. Wahbeh, J. Curtin, S. Sabbatini Lovelady, J.Tanner
C.Hopkins, J Jarrett, J. Elling

CLOSING VERSE

Meeting was adjourned at 8.21pm

Prepared by Juli Curtin 5/15/19

Edited by Juli Curtin 5/20/19