

Approved 9/18/19 JC

MINUTES  
VSWEA BOARD OF DIRECTORS MEETING  
WEDNESDAY, AUGUST 21ST 2019  
ENGLISH ROOM, DESERT MARIGOLD HIGH SCHOOL  
6210 S 28th Street, Phoenix, Arizona

MEMBERS PRESENT:

Heather Huentelan - President	John Tanner
Clayton Hopkins - Treasurer	John Elling
Juli Curtin - Secretary	Sandra Lovelady-Sabbatini
Jessica Jarrett	

MEMBER ABSENT

Gregory Schneider

The President, Secretary and Treasurer were all present and a quorum was reached.

GUESTS

Christie Kriegsfeld - Acting Executive Director  
See guest list in board binder located in the office.

OPENING VERSE

Meeting was called to order at 6:58pm

INTRODUCTIONS

Board members introduced themselves and meeting protocol was reviewed.  
Heather gave opening comments.

MINUTES

MOTION - to approve minutes from 7/10/19 Regular meeting – John, 2nd - Jessica, no discussion, VOTE: 6/0/1

YEA: H. Huentelman, C. Hopkins, J. Curtin, J. Jarrett, J. Tanner, J. Elling

ABSTAIN: S. Lovelady-Sabbatini

PUBLIC COMMENT

-Adeline Carrera shared comments regarding her love of DMS and her concern for the school needing to stay Waldorf.

-Laura Harper shared concerns regarding the low HS enrollment numbers.

-Jill Thomas shared comments - She shared a plan of action for going forward with concerns regarding the acting executive director position.

-Michael Lintner shared concerns regarding the current state of DMS. Also asked about how does one apply to the Board.

-Noelis Marquez shared concerns regarding the garden and security/safety concerns.

-Barb Cunningham shared concerns regarding the current state of DMS, the HS programming and low enrollment in the HS.

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## REPORTS

### **High School Transition Plan -**

Christie gave a review of Michael Martin's plan for the HS relating to his resignation effective Aug 31st. Acting Exec Director and LDC (Leadership and Development Council) will be handling the administration of the HS and developing a plan for future. John Tanner will take the lead in the administration of the HS until a replacement is determined.

Weekly updates from Christie will be given on the HS transition plan.

Concern expressed regarding no HS rep on the LDC and when that position be replaced. Christie responded that it is the goal to have a HS rep on the LDC, it is a work in progress.

Request to have a meeting with Michael Martin to include Christie and/or board members interested regarding why he has resigned. Juli, Heather and Sandra have volunteered to be a part of that meeting.

### **Acting Executive Director Report -**

Submitted in advance for review.

Topics covered - Facilities/Maintenance / Facility/Staff Training and Focus on Academics / LDC Report / Enrollment / Director SMART Goals / Employee Handbook and Parent Handbook  
K-8 parent handbook is being finalized. Upcoming Town Hall will review this.

Charter Board is requiring boards to develop and implement a safety plan by January 21st 2020.

A.R.S. is requiring we adopt teacher and principal evaluation policies and systems.

Suicide prevention training and plan needs to be developed.

Child abuse reporting guidelines need to be adopted and included in the employee handbook.

Question regarding the farm house losing its A/C are there any mold concerns that could be developing? Upstairs and downstairs have been re-tested after AC went out and still OK.

No programming changes have occurred to the Handwork curriculum with the displacement of the location. Sewing machines are being stored in the 8th grade classroom. Other materials are being stored in a locked closet.

Wood shop is a work in progress for the site committee.

### **Administration Reports - Enrollment and Student Support Services**

Reviewed the most current enrollment numbers.

Current total enrollment at 313 vs a budget of 309. Grades are 242.5 current vs budget 247.5.

High school 53 current vs 44 budget. Private program 14.8 current vs 20 budget.

Regarding the private program, Clayton requested that we make the staff commensurate with the number of students. He requests to see an updated report on expenses vs income as soon as possible.

### **Parent Council Report**

Michelle Kratzer announced that start times of meeting are swapping between morning and evening. Winter Faire kick off meeting is Aug 27th. Parent handwork is every Friday at 8:30am at a private residence.

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**Service Mark Update**

No updates. Clayton will inform the board once he receives more information.

BUDGET AND FINANCE

**Financials, finance management and approval of invoices.**

Fiscal financials for June 2019 were distributed in advance for review.  
Total YTD Income actual \$3,313,268. Total Budgeted Income \$3,504,263.  
Total YTD Expense actual \$3,394,141. Total Budget Expense \$3,345,067.  
Total YTD actual Income -\$80,873. Total budgeted Income \$159,196.  
Available cash \$130,477. Restricted cash \$87,183. Month End Cash Balance \$217,660.

Clayton will f/up with Aspire regarding July fiscal numbers and will distribute to the board.  
Clayton intends to use the new format with July month end financials.  
Financials will be sent to the board by the Friday before the meeting.

Need to look at increasing our Cash On Hand to give a cushion in case the state is delayed in their payments.

**Refinancing**

*Requested that the Legal and Crisis Management Services total expenses could be broken out in a timeline to show the reduction in these expenses as the fiscal year progressed.*

The hope is to present final documents to MidFirst by the end of the week.

**Funding efforts, status and planning**

Gregory not in attendance

BOARD PLANNING, POLICIES AND DISCUSSIONS

**Discussion regarding desired reporting to the board including reorganization evaluation**

Clayton reviewed a suggested reporting structure for the Acting Executive Director report to the Board.

*Request for the Board to be included in full community communications and facility related communications ie. the A/C went out in the 1st grade and farm house.*

Are there any surveys going out to the faculty and staff regarding the changes of the new organizational structure? Christie responded - Not at this time, it's too new and still being formed. Possibly at the winter/spring semester break may be a better time.

It's important to hear the dissenting opinion as well as opinions from faculty and staff that don't feel comfortable coming forward. How do we obtain this? Suggested that a survey occurs, at the very least, on an annual basis.

Suggestion that the Acting Executive Director report be made available electronically for the community. Possible post with the minutes or create a google doc location. This is in addition to all board related documents being placed in the board binder in the main office.

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How does a board member who is also a teacher or staff member share info with the rest of the board? It was recommended that a list is brought to the board meeting.

It is ok for a board member to communicate with the board as long as no comments or conversations occur, keeping in mind open meeting laws.

**Goals for 2019-2020 school year**

Nothing to discuss at this time.

**Review Board Membership Policies and Procedures**

Draft document was distributed in advance for review. Reviewed and discussed at meeting. Suggested to create a form relating to #4 in the Selection Process. Suggested a guide/template is created for prospective members.

**ANNOUNCEMENTS:**

Next Regular Board meeting - 9/18/19 English room @ 6:30pm- DMHS  
High School Town Hall meeting 9/9/19 @ 6:30PM Eurythmy room.  
EC/K-8 Town Hall 9/10/19 @ 6:30PM Eurythmy room.  
Next board elections occur in November.

MOTION to adjourn meeting - Clayton, 2nd - Jessica, no discussion, VOTE: 7/0/0  
YEA: H. Huentelman, C. Hopkins, J. Curtin, J. Jarrett, J. Tanner, J. Elling, S. Lovelady-Sabbatini

**CLOSING VERSE**

Meeting was adjourned at 9:28pm.

Prepared by Juli Curtin on 8/21/19  
Edited by Juli Curtin 8/25/19