

Approved 3/27/19 JC

MINUTES
VSWEA BOARD OF DIRECTORS MEETING
WEDNESDAY, FEBRUARY 20th 2019
ENGLISH ROOM, DESERT MARIGOLD HIGH SCHOOL

MEMBERS PRESENT

Heather Huentelman - President	Dru Smith Crain - via phone	Sandra Sabbatini Lovelady
Clayton Hopkins - Treasurer	Amy Setsoafia - via phone	Gregory Schneider
Juli Curtin - Secretary	John Elling	
Jessica Jarrett	John Tanner	

MEMBER ABSENT

Jimmy Wahbeh

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

GUESTS

Christie Kriegsfeld- Acting Executive Director
Laura Alvarado Coady – Student Support Services Director
Heather Sullivan Whitmore Debbie Allen Millie Harkins Peter Rennick
Nathaniel Allen Harper Rose Harris Kim Baker Michelle Kratzer
April Sauer Danielle Martinez

OPENING VERSE

The meeting was called to order at 6.38pm

INTRODUCTIONS

All Board members introduced themselves.

MINUTES

MOTION - to approve minutes from 1/23/19 Regular meeting - Jessica, 2nd - John E. no discussion,

VOTE: 8/0/2

Yea – H. Huentelman, J. Curtin, J. Jarrett, J. Tanner, J. Elling, S. Sabbatini Lovelady, G.Schneider. D. Smith Crain,

Abstain – C. Hopkins, A. Setsoafia

PUBLIC COMMENT

None at this time.

REPORTS

Reports all distributed in advance for review.

Acting Executive Director Report – submitted to Board in advance for review, no further questions.

Administration Reports - Business Operations / High School / Curriculum / Enrollment / Student Support Services

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Request for more specific withdrawal report was made. October financial slides will be forwarded to Christie as a reference to what is being requested.

Question regarding if we will be doing an opt-out for the publication of class lists for the 2019-2020 school year, as per our attorney, this would satisfy FERPA requirements. It will be put on the re-enrollment forms.

Emergency plan to be reviewed once a year, last done Feb 2018. Is there a plan to review again? Christie needs to disseminate the plan as it is now and is in process of being reviewed and revised. Faculty to be involved as well as law enforcement authorities.

Employee Handbook revisions - personnel policy section 7 update? Some realms have reviewed and feedback. Needs to be revisited and restructured, Christie heading this up.

FERPA workshop for faculty - completed at back to school meetings. Possible need to revisit these guidelines. Specific items are addressed as needed.

Database for parent complaints - status? No new action currently.

Site Committee reorganization - request for capital campaign and fundraising focus, Gregory would like to be a part of this discussion.

Question around why 4 separate accounting systems were maintained in finance? There was an accounting system for aftercare, private program, donations and main books. The 4 accounts were not linked. Aspire is looking to develop a new system where all of these accounts are linked and reconciled centrally.

Credit card transactions that were not reconciled? How did this happen? The established processes and procedures of reconciliation were not consistently adhered to as it relates to school credit cards. Going forward there is a new credit card company. There will be limits to credit card holders. There is an existing policy for credit card holders. This needs to be strictly adhered to going forward.

Heather is signing off on all expenses and checks being written.

Enrollment policy presented by Christie, addition of homeless children to be included, per state statute.

Faculty Report – submitted to Board in advance for review, no further questions.

Parent Council Report - none at this time.

Transition Planning Committee Report

Cheryl Leblanc - Director of Community school in Cornville, AZ. Possibly to come and meet with the Board to share her experiences in Waldorf education and leadership. Peter Rennick spoke about the benefits of having Cheryl meet with the Board. Peter shared an article by Michael D'Aleo to the Board. Heather to put out a poll to determine best date for this gathering.

Who makes the final decision? The Transition Planning group is determining the best model of leadership for DMS based on all of the meetings and research that the Board working group pulled together over the past several months.

Heather Whitmore / Jean Falconburg / Maria Cardenas / Rachel Schmid - voting members.

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Christie Kriegsfeld- non voting member, two additional non-voting members to be identified, one to include Administration.

Do we have a timeline? Yes

301

Feedback has been received regarding the program for the 2018-2019 school year.

MOTION - to approve that the 301 eligibility criteria for the 2018-2019 remain as previously approved in February 2018 - Jessica, 2nd - John Elling, discussion occurred,

VOTE: 10/0/0

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

2018-2019 – 301 revised proposal to come to the March Board meeting.

2019-2020 - 301 proposal to come to the March Board meeting.

Service Mark Update

Awaiting for more info, Clayton has emailed and is awaiting an answer.

BUDGET & FINANCE

Financials, budget, finance management and approval of invoices -

Walk through occurred recently with Rudolf Steiner Foundation members. There are some restrictions in future financing. MidFirst has a lower interest rate and few restrictions. Two other lenders have come forward and are being considered.

Timeline? - working as fast as we can.

Credit cards, refinancing, budget meetings -

Still working on budget info and receiving feedback from faculty. Considering and reviewing request to lower class caps.

Gregory Schneider and John Elling to be a part of the Budget working group, along with Clayton Hopkins. Budget meetings set for April 3rd, May 1st and June 5th.

Site Committee - Christie to work on a structured eligibility of membership.

Clayton needs identified projects to be communicated to him to help with financing review.

Fundraising efforts, status, and planning -

Over \$20,000 in tax credits raised so far. We are lacking a list of current and past donors. We need to be better at thanking all of our donors. Suggested for a DMS committee to be created to develop the structure of our fundraising efforts.

Consideration and possible action on adding additional signer(s) -

MOTION - to authorize Christie Kriegsfeld as a checking account signer for all DMS bank accounts while contracted with DMS - Heather, 2nd - Clayton, discussion occurred,

VOTE: 10/0/0

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

BOARD PLANNING, POLICIES & DISCUSSIONS

Reminder to review Bylaw discussion will be at March meeting.

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Documents to be emailed out by Jimmy.

ANNOUNCEMENTS

Town Hall - TBD - awaiting additional lab results regarding the garden

Next Regular Board meeting - 3/27/19 @ 6.30pm English room - DMS High School

Shade structure - poles are in, sails are to be installed this Friday. Misting company meeting happens shortly thereafter.

MOTION - to adjourn meeting - Clayton, 2nd - Gregory, no discussion,

VOTE: 10/0/0

Yea - H. Huentelman, J. Curtin, J. Jarrett, J. Tanner, J. Elling, S. Sabbatini Lovelady,

G.Schneider. D. Smith Crain, C. Hopkins, A. Setsoafia

CLOSING VERSE

Meeting was adjourned at 8.45pm

Prepared by Juli Curtin 2/20/19

Edited by Juli Curtin 2/25/19