

MINUTES
VSWEA BOARD OF DIRECTORS MEETING
WEDNESDAY DECEMBER 18TH, 2019
HIGH SCHOOL ENGLISH ROOM, DESERT MARIGOLD SCHOOL
6210 S 28th Street, Phoenix, Arizona

MEMBERS PRESENT:

Clayton Hopkins – President
Gregory Schneider – Secretary
Jessica Jarrett – Treasurer

Julie Haines
John Tanner
John Elling
Matthew Walker
April Sauer

MEMBER ABSENT

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

GUESTS

Christie Kriegsfeld - Acting Executive Director.

Members of the public. For a complete list, see files maintained in the school office.

OPENING VERSE

Meeting was called to order at 6:36 pm

INTRODUCTIONS

Board Members introduced themselves and review of meeting procedure occurred.

MINUTES

MOTION - to approve minutes from 11/20/19 Regular Board meeting – J.J. moved, M.W. 2nd – no discussion, VOTE: 7/0/0

YEA: Unanimous.

BOARD PROCEDURES

Review of procedure for Public Comment.

Address comments from November meeting.

PUBLIC COMMENT

No public comments were made.

REPORTS

Executive Director

M.W. questions what KPI's the board is asking the E.D. to report on and keep track of.

C.H. notes the structure is not determined and will be a subject of further discussion later in the meeting.

Executive Director report was distributed in advance for review.

Topics reviewed - Current Significant Issues / Matters of Governance or for Approval / Strategic Plan Updates / Key Performance Indicators / Major Key Performance Indicators / Risk and Compliance / Specific Operational Reporting.

Highlights per C.K.

APPROVED AT 1/15/2020 BOARD MEETING

- High School: on 12/11/2019, first informational night for incoming students. Meeting went well and plan on having another in the spring. Looking to coordinate with local Montessori schools. Have revamped brochure to provide to potential feeder schools.
- Faculty/Staff: This Thursday will be a celebratory end of semester potluck.
- End of semester events: Dr. Finser spoke to faculty and staff and parents in two different sessions. Both well attended.
- Winter Faire: Well attended. Accounting of financial results forthcoming. Board members staffed tax credit table.
- Enrollment: Verifying candidates for enrollment. Currently 90 in the pipeline. Open enrollment begins in January.
- Assessments: Reviewing and preparing for testing. AZ Merit and Galileo testing to occur in spring. Reviewing training/data input over the holiday break.
- High School: Working on scheduling for next semester. Creating capstone projects as part of the curriculum. The high school has hiring needs but looking to fill those roles, if possible, within existing faculty.
 - o C.H. discusses developing specific targets for high school enrollment development and community outreach – in terms of meetings, recruiting students, other metrics by which we can measure progress.

High School transition plan

Covered in Exec Director report.

Administration Reports

Covered in Exec Director report.

Enrollment and Student Support Services

Covered in Exec Director report.

Parent Council Report

Next meeting is January 7, 2020 in the morning.

April Sauer will attend.

Next community work day is January 11, 2020.

Parent Council reports that individuals have asked if they can report concerns they have to the parent council anonymously, or directly to the board and/or C.K. Can they create something where Parent Council collects concerns, directs them to appropriate place, and if they don't feel comfortable sharing, bring it to the board or administration anonymously. Discussion ensues of what that would look like and how it would be implemented. Parent Council to work with C.K. on ideas and what a potential system would look like and report back to the Board by the next meeting.

Winter Faire was successful, heard good feedback. A survey went to vendors. A few back already. A survey will go out to the rest of the community by Friday.

Book Club – Essence of Waldorf Education.

Parent Council does not have financial information to report, hoping to get more information soon. J.J. to follow up on this issue.

Service Mark Update

M.W. – Scheduled call with Service Mark group to discuss tomorrow morning.

BUDGET AND FINANCE

Financials, finance mgmt, and approval of invoices

J.J. – Sent out P&Ls, balance sheets. School did not ask for materials fees at the beginning of this year. We started asking for that at the beginning of November, totaling \$58,000. We have received \$7800. Total materials cost for the school is over \$108,000.

How the state decides to give the school money is also complicating the school's finances. It is based on enrollment and attendance of students at the school. In November, the payment was \$60,000 short of what was expected. For the remaining months of the school year, the payments will be \$13,000 short.

Attendance is critically important on the 40th, 100th, and last day of school because it is part of how the state calculates payments to the school. Low attendance on these days means low payments to the school. The 100th day is January 22, 2020. The LDC is working to make these days more popular to attend. Parent Council will also help.

The school desperately needs the help of the community to bridge the gap in these missing funds by making tax credit donations, paying the materials invoice, making any other donations.

No invoices for approval.

Refinancing

MidFirst refinance is officially off the table. The appraisal came back at a shockingly low value that both the bank and the school believe is wrong.

C.H. reports that another anonymous source has agreed to provide between \$50,000 – \$100,000 in short-term funding. There is no payment until June. The interest rate is 6% per year. The obligation is \$5500 a month. The obligation matures in 2022. The debt is unsecured.

MOTION to approve the foregoing loan for up to \$100,000. by C.H., 2nd M.W.

Discussion:

M.W. – What are the consequences of not taking the loan?

C.H. – We would miss making our 301 payments, with potentially severe consequences from the state, although it is hard to determine what those would be in advance.

MOTION PASSES. Yea 7, Nay 0, Abstain 1. Abstaining: J.T.

C.H. notes that we do not have a refinancing prospect at the moment. We need to get our financial house in order before we can seek a refinancing again.

Fundraising efforts, status and planning

December - \$6200 donated, including Winter Faire

On Giving Tuesday we received \$7000, all through Facebook. We won't actually receive the money until January.

Goals: short term, \$17,000 by the end of the year.

Long term: \$350,000 to cover a variety of short-term loans, past funding short falls, and unexpected expenses.

APPROVED AT 1/15/2020 BOARD MEETING

Also in contact with a parent who is interested in coordinating a rewards based donation program akin to Kickstarter.

Cash flow mgmt

C.H. reports that the school is implementing separate bank accounts for parent council, class trips, fundraising, etc., so that funds are discretely segregated.

Cash management is key to successfully running the school in the future.

BOARD PLANNING, POLICIES AND DISCUSSIONS

C.H. – What these meetings will look like going forward.

- Ideas: timed agenda items to set expectations for time, with flexibility if discussion needs to continue for longer.
- Board education: have a guest come in and do a presentation for ~30 minutes to talk about areas of interest to promote board's knowledge of Waldorf education
- Executive Director reports. Format should be flexible, but goal is to present (1) the plan; (2) the activities being done to implement the plan; (3) results of the plan; (4) proposed changes to the plan.
- Would also like to have strategic goals and objectives for the school, the board, and operations.
- C.H. will distribute past board goals for discussion and further amendment.
- Discussion ensues.

Goals & Objectives

Transition Planning including goals and next steps -

ANNOUNCEMENTS

Next board meeting January 15, 2020.

8th Grade play tomorrow morning at 9a.m. and 6:00 p.m.

Winter assembly for grades 1-6 at 8:30 a.m. on Friday 12/20/2019.

MOTION - to adjourn meeting - JJ - 2nd – JH. no discussion, VOTE: 8/0/0

CLOSING VERSE

Meeting was adjourned at 8:26 pm

Prepared by G.S. on 12/18/19; comments from A.S. and M.W. incorporated herein.