

**Rudolf Steiner School of Ann Arbor – Minutes of the Board of Trustees
Wednesday, September 6, 2017**

Present: Gary Banks, Paul Conahan, Dilip Das, Cindy Harrington, Daryl Honor, Jim McCauley, Don Remboski, Knut Hill, Mike McFall, Heather Rindels
John Schramm

Excused: Tim Standke

Others Present: Katrina Klaphake, Sian Owen-Cruise, Carolyn Raschke

Don Remboski called the Board of Trustees meeting to order at 5:42pm.

Approval of Minutes

- The agenda as distributed was reviewed.
- A motion to approve the revised minutes from the Aug 2017 meeting was made by Daryl Honor with support from John Schramm. There were no dissensions and the motion was approved.

Administrator's Report

- Katrina Klaphake – Annual Fund goal for 2017-18.
- Parent appeal, employee appeal, board appeal – higher participation is expected due to additional staff and 20 year anniversary of the HS this year. Day of Giving – \$20k for 20 – 20k for 20 years.
- \$5k increase from last year's actuals
- End of calendar year campaign – for those who like to do tax deductions
- Focusing on leadership gifts – conservative numbers, confident we can get to those numbers
- Leadership gift conversations will also morph into Capital Campaign discussions also
- Thank you to Katrina – Faculty Development, Tuition Assistance and ??? is what Annual Fund funds
- The Administrator's Report and Enrollment Dashboard as distributed were reviewed.
- Addition to Employee Updates: Jessica Singleton – Grades 1-12 Movement Teacher – resigned last Friday. We are reviewing resumes currently for a new teacher through Brighton Shared Time Services.
- Exit Survey Results – emailed today to Board, accidentally left out of packet. Discussion will happen at the next Board meeting.

- Finance Committee will recommend Early Childhood Tuition Assistance – the correct amount, and watch the families who continue to Grades.
- Need to figure it out...with Finance Committee.
- Biggest Grade 1 class since Class of 2025.
- Good trends going on – strengthening in right direction
- HUB – planning a thank you for Sandra. Two purposes – authentically thank her 11 years of service, help the parents see that it is a positive transition, not something that happened in the dark of the summer
- Most probably the Michaelmas festival day

HS Expansion Update

- Don Remboski formally introduced Mike McFall, a parent of 2 children at the school and a community businessman, to the group as an overwhelmingly positive person who cares deeply for the trajectory for the school. Mike McFall then commented that he has grown to enjoy the school community greatly and is interested in making it a healthy environment for his children and the community.
- Mike McFall was asked to step out of the room and a vote for membership was taken.
- Tim Standke moved to approve Mike McFall as a new RSSAA Trustee. Knut Hill supported. There were no dissensions and the motion was approved.
- Mike McFall's three-year term will be 2017-2020.

HS Expansion Update

- Paul Conahan – for continuity with Bank, Paul remains Treasurer until the bond closes.
- Tuesday, Sept 12 – Michigan Finance Authority board meeting, talk about the school
- September 28 – bond closing
- Executive Committee will approve a resolution authorizing Sian and Paul to close the bond
- \$4.5m bond, Bank of Ann Arbor is purchasing
- Building construction – about 4 days behind: delay in building permit due to strength of our steel, sometime this week we should receive our basic construction permit and water main permit
- Water main, foundations, moving construction trailer onto site
- Changes – moving doorway,
- Solutions for making sure building is compliant during construction – for fire, etc.

Governance Model

- Gary Banks introduced the Governance Model proposal. Continuous Improvement Committee was formed – HUB, all three parts of the school. Thoroughly reviewed and formed processes more in alignment with ?? Waldorf??
- Document Board received was approved at College meeting on Aug 22.
- Don reported that our bylaws are the _____ legally.
- Regarding HR policies, there have been some ups and downs. We have been refining for quite some time now. Legal counsel want them to be comfortable with the risks the school is taking.
- Took lawyers through the new governance model – they balanced risks with maintaining that we want to be an open and collaborative environment. Headline: as citizens of US, State of Michigan, city of ann arbor – we have equal treatment under the law. This is difficult to achieve in certain situations – policies need to be adhered to. Teachers are free to be open and creative in teaching...but not in HR policies.
- Tonight's ask for the Board – review, approve subject to further refinement by legal counsel,
- Continuous Improvement Committee worked many, many hours on this document. Retain the small group for hiring, terminations, student dismissal/detention.
- Name change from Leadership Team changed to Carrying Group. Decisions not be so held by 1-2 people, whole school needs to be represented. There are many very clear examples. This is a continuation of the Leadership Team Model.
- Very excited that Sian is taking this on – visiting every classroom in the next weeks.
- Hiring processes – hiring team that works in consensus to make a recommendation to the Carrying Group. Carrying Group does have final say and may make a different decision based on confidential information.
- As College Representative, Gary requests that the Board support the new Governance Model. Daryl Honor mentioned her support and respect for the document. Cindy Harrington reminded the Board of the tension from previous meetings – the energy at the College meeting was so positive and this galvanized the College and strengthened it for the decisions to come.
- If approved by this group, it will go to legal counsel for final review and recommendations.
- John Schramm moved that the Board support Governance Model be approved tonight contingent upon legal review. Daryl Honor supports. All in favor, no oppositions. The motion carried.

Interim Administrator Job Description

- Sian – job description approved by the College
- Draft of Administrator JD prepared for Sandra in the Spring with Governance Model just approved
- Places Administrator accountable to BOT, all areas of responsibility and added in Pedagogical work
- End being responsible for review of processes and policies
- Administrator oversees the Technology Coordinator.
- Sian now has 2 job descriptions now
- Time at growth and development – needs stronger Pedagogical role, new Administrator recommends that it have a Pedagogical role
- Over time Sandra has been with us, all-school administrative team has grown and been strengthened over the last 11 years through Sandra’s guidance and work
- This will lead the way in our search for a new administrator.
- Daryl Honor sincerely asks Sian to come to the Board if she finds this to be overwhelming along with her HS Coordinator position and someone overseeing the building of the HS expansion. Don Remboski assured the group that these discussions have happened and charged the Board with the duties of finding a new Administrator within the next 12 months. Don clarified that the JD.
- Sian – concerned about school-wide enrollment and retention, Grade 11 college prep process which has a good part of her work as HS Coordinator (Margot will carry this).
- Jim moved to approve the college-approved Interim Administrator PreK-12 job description as presented. John supports. All in favor. The motion carries.

2017-2022 Strategic Plan Work

- Strategic Plan – important piece in Administrator search so that the near future of the school is decided.
- Hope is that every board member is involved with College members on one or two strategic issues and completing a recommendation of goals for each focus area
- Leaders of each group – Sian will reach out to each of you to lead the areas
- Don noted the importance of finalizing the Strategic Plan in the hiring process – looking smart for the right new Administrator! Please be available for Sian when she calls.

- Is there an aspirational component? An overall guiding principal for where we want to be in 5 years. A school needs to be careful not to set goals that go way beyond holding and educating the students within its walls.
- What are we doing in our region to make sure Waldorf education is available in our region – Dexter, Chelsea, Plymouth
- Diversity and inclusion – consiously reaching out to everyone in the community regardless of who they are
- Waldorf education for foreign students – housing and safety
- Sense of the whole group

New Business

- Paul deep sense of optimism for the coming year – the amount of work done at today's meeting was amazing
- Happy students!

A motion to adjourn the meeting was made by Paul Conahan with support from Daryl Honor. There were no dissentions, the motion was approved and the meeting was adjourned at 7:25pm.

Board meetings for 2017-18 are scheduled for October 4, November 1, December 6, January 10, February 7, March 7, April 4, May 2, June 6