

**Rudolf Steiner School of Ann Arbor – Minutes of the Board of Trustees
Wednesday, October 4, 2017**

Present: Gary Banks, Paul Conahan, Dilip Das, Cindy Harrington, Daryl Honor, Bob Rajewski, Don Remboski, Knut Hill, Mike McFall, Heather Rindels, John Schramm, Tim Standke

Excused: Jim McCauley

Others Present: Claudia Brown, Sian Owen-Cruise, Carolyn Raschke

Don Remboski called the Board of Trustees meeting to order at 5:45pm.

Approval of Minutes

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

AWSNA Report

- Claudia Browne reported on the June 2017 AWNSA delegate's conference. Top discussion topics at the conference were the Renewal magazine, the 100 Year Anniversary and the 7 Core Principles of Waldorf Education.
- Claudia Brown made copies of several documents from the conference available.
- The Midwest Delegates Conference will be held February 22-24, 2018 and will be hosted by us. All Board members are encouraged to attend.
- Linda Williams from Detroit Waldorf School will be the guest speaker at the next Delegates Conference in June 2018. The main topic will be Social Justice.
- Claudia Brown requests that the school's budget include funding for two delegates in future years.

Administrator's Report

- The Administrator's Report was reviewed as distributed. Sian Owen-Cruise reported no major concerns with enrollment and updated the Board that final interviews are taking place for a new Movement teacher through Shared Time Services.
- Sian Owen-Cruise provided information on a staff health leave and coverage plans that are in place.

- Trustees are reminded of the State of the School. Gatherings will be held on Thursday, October 26 from 12-1pm and 6-7pm in the Frame House. Board members are encouraged to attend.
- Sian Owen-Cruise informed the group that the Governance Model is being tested by the new Shared Services hire and that it is working well. School documents are being updated to reflect the new model.
- It was noted that work is happening at a rapid pace now in the back of the building and that the building pad needs to be completed by Friday because the building is being delivered on Tuesday.
- The Board was informed that soil issues were identified at the corner closest to parking lot.

Treasurer Change/Vote

- Don Remboski introduced the action required by the Board to elect the next Treasurer. A motion to accept Paul Conahan's resignation as Board Treasurer and to elect Dilip Das as the new Board Treasurer was made by Tim Standke with support from John Schramm. Paul Conahan and Dilip Das abstained, there were no dissensions and the motion was approved.
- Don Remboski offered a sincere thank you to Paul for his years of service on the Board. Paul's dedication and influence has been consistent, steady, insightful and correct.
- Dilip Das was warmly welcomed into his new role.

BOAA Authorized Signer Resolution

- A motion to approve the updated list of account signers (as previously distributed) was made by Bob Rajewski with support from Daryl Honor. There were no oppositions and the motion carried.

Board Annual Giving and Capital Campaign

- Heather Rindels reminded the group of the importance of Board giving to the Annual Fund campaign.
- Tours of the HS Expansion project have begun. The first was very well received. Dates are available from the Capital Campaign Committee members. The next date is October 30.

Tuition Remission for High School Students of Full-Time DWS Employees

- With support from the College of Teachers, the Finance Committee proposed the following policy:

- Full-time Detroit Waldorf School employees will receive the same Tuition Remission benefit and will be charged the same materials fee as RSSAA full-time employees per the current Employee Handbook.
- A short discussion followed noting the following: this policy will enable Waldorf-trained students from different backgrounds to attend, will most likely encourage their classmates to come, will strengthen the HS and will support DWS and their ability to recruit good teachers and staff.
- Sian Owen-Cruise noted that the number of students is fairly low: 1 in 2018-19, 1 in 2019-20, possibly 3 in 3-4 years after that.
- Don Remboski requested that the policy verbiage include “High School.”
- The policy now reads:
 - Full-time DWS employees who enroll their children in the Rudolf Steiner High School will receive the same Tuition Remission benefit and will be charged the same materials fee as RSSAA full-time employees per the current Employee Handbook.
- A motion to enact the DWS High School Tuition Remission policy with the revision was made by Dilip Das with support from Bob Rajewski. There were no oppositions and the motion carried.

2017-2022 Strategic Plan Work

- Sian Owen-Cruise thanks everyone who volunteered to be part of a Strategic Planning Group and encourages groups to meet via phone if it isn't convenient to meet face-to-face.
- A recommendation of not more than 5 achievable, but not necessarily easy, goals is requested by the end of October. These goals are things that will move us forward and pull us together as a school.
- This is important work because the Strategic Plan will be a guide for the new school Administrator.
- Don Remboski provided the group with background on the definition of the word “strategy” and noted that, in the long run, our schools will thrive in the future because of the work we do now on our strategic plan.
- Dilip Das commented that he looks forward to the Strategic Plan outcomes.

Administrator Search Process

- Sian Owen-Cruise reported that the following members of the College will serve on the Administrator Search Committee: Cindy Harrington, Wendy Abate, Karen Sheridan and Gary Banks.
- Don Remboski requested volunteers from the Board to serve with the College members on the Administrator Search Committee. The Board representatives will be Tim Standke, Bob Rajewski and Don Remboski.

- The next step for the Committee is to develop a Administrator PreK-12 Job Description then submit it to the Board and College for review and approval.
- The first meeting is scheduled for Wednesday, October 11 at 5pm in the Middle School. Committee members are welcome to call in.
- Sian Owen-Cruise will distribute the current job description, the previous job description and any relevant material from the recent DWS Administrator search.

Exit Survey Review

- A thorough review of the Exit Survey results was done by the group.
- It was noted that the surveys were done this year because of the unexpected turnover in EC and the Grades. The survey was offered to parents of PreK through Grade 8 students who were not returning.
- Sian Owen-Cruise summarized these three key points for further analysis:
 - High number of Early Childhood families who never intended to stay
 - Discrepancy with the number of parents who are comfortable with our philosophy compared to those who are happy with the experience their child had
 - Parents who are not positive about the job we do to help them understand what is coming next
- The Early Childhood program experienced a very large number of families who never intended to stay into Grades 1-8 so the pool for Grade 1 is too small. We need to find out why. Early Childhood Tuition Assistance was offered at up to 50% beginning 3 years ago to help fill Grade 1. How is the high Tuition Assistance negatively affecting us?
- A higher number of parents reported that they weren't happy with the experience their child had compared with the number of parents who were positive about the philosophy as a whole. Does this indicate that we are bringing in students who we cannot serve?
- Sian Owen-Cruise noted that our overall satisfaction rate is very high but asked, "How can we close the gaps?"
- Educating and supporting parents is being discussed by the College. We need to be able to communicate the ways our education will unfold and make the major transitions clear, not discuss curriculum items.
- Mike McFall noted that for those parents who are believers, there is a lot of trust, however, parents who want metrics need answers also. How can we educate this group and meet these needs? Dilip Das commented that this is a significant issue that affects our bottom line and needs to be addressed.
- Wendy Abate and Sian Owen-Cruise will hold a Waldorf 101 parent education for Early Childhood families in October.

- The Exit Survey will be released to the College this week for discussion.
- Our school's process is not to track metrics that all others track but to message the ones we are tracking. Alumni relations will help with this as we gather outcomes and feedback from past students.

A motion to adjourn the meeting was made by Tim Stanke with support from Mike McFall. There were no dissensions, the motion was approved and the meeting was adjourned at 7:20pm.

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