

**Rudolf Steiner School of Ann Arbor – Minutes of the Board of Trustees
Wednesday, April 4, 2018**

Present: Gary Banks, Dilip Das (via phone), Knut Hill, Jim McCauley, Mike McFall, Bob Rajewski, Don Remboski, Heather Rindels, John Schramm, Tim Standke (via phone)

Excused: Cindy Harrington, Daryl Honor

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

Don Remboski called the Board of Trustees meeting to order at 5:43pm.

Agenda Review and Approval of Minutes

- The agenda as distributed was reviewed.
- A motion to approve the minutes from the March 7, 2018 meeting was made by Jim McCauley with support from John Schramm. There were no dissensions and the motion was approved.

Development Update and Charitable Giving Presentation

- Katrina Klaphake introduced Doug Gross of Raymond James. Doug was a past board member when we were fundraising for the original High School build out.
- Doug Gross presented the following overviews:
 - New tax law and how it might impact the school with the change in itemized deductions. Doug Gross foresees that most people will pay less in taxes – possible 2-5% and for smaller givers, this might be positive. For major givers, a gift in any single year may not result in a tax deduction which may factor into their giving plans. They can “bunch” their charitable giving instead for a higher deduction but this may not be every year.
 - He estimates that analysis shows that 87% of population will not itemize versus 50% who have itemized in the past.
 - Doug Gross introduced the group to two options:
 - Qualified Charitable Contributions where a donor can give directly from their IRAs after the donor turns 70.5 years old.
 - Donor Advised Funds which avoid taxes on capital gains and makes it simple to donate to several institutions at one time. Donors need to know that the funds are no longer their money

but they tend to be simpler to administer than private foundations.

- Doug Gross indicated that it is too early to tell if charitable giving will decrease because of the new tax law but Donor Advised Funds offer donors a win-win because they are not paying capital gains on the investments and they are able to take the deduction.
- Heather Rindels asked whether the school can put its name on the Raymond James list for donor advised funds. Doug Gross responded that this doesn't usually happen because most donors have an idea when they begin the process.
- Doug Gross and Katrina Klaphake agreed that some education of donors would be useful and discussions with larger givers may result in them considering different strategies.
- As Board members, we need to be clear about whether we are representing the board or sharing personal opinions.
- Doug Gross was thanked by the group for his time and informative presentation.
- Katrina Klaphake then reported on Annual Fund giving and the updated Capital Campaign report.
 - The 2017-18 Annual Fund was a big success due to staff effort, community enthusiasm and the fundraising challenges put up by key donors. On the March 20 Day of Giving, we raised \$56k with lots of hard work.
 - The original Annual Fund stretch goal was \$145k. We have raised over \$155k so far – wow!
 - Donor thank you letters will be sent soon.
 - Katrina Klaphake reviewed the Capital Campaign dashboard that shows a gap of \$400k to finalize the building. Katrina is confident that \$200k can be raised by the end of the school year.
 - The Alumni Weekend over Memorial Day weekend will be dedicated to Capital Campaign fundraising. Four events are planned: Golf Outing, Coaches BBQ, Alumni Basketball Game, Family Fun Day
 - Katrina mentioned that the last 3 weeks of school may include another match opportunity
- Don Remboski commented on the positive outcomes from the Development Department over the last years and stressed that we need to continue our strong message of consistency, documented goals and keep being persistent.

Administrator's Report

- The Administrator's Report as distributed was reviewed.

- 2018-19 applications and enrollment contracts are on track to meet budget. A more detailed update will be available by the next board meeting.
- Two hire announcements:
 - Abby Kurlfink is our new Early Childhood Coordinator. She comes to us as a trained therapist with experience in early childhood intervention. A Trustee asked if we will expand and accept more special needs students due to Abby's experience. Sian Owen-Cruise answered no, Abby will bring more organization and accountability of how we work with our children and the EC Coordinator job description will be adjusted to reflect Abby's skills.
 - Laura Shope is our new High School Coordinator. She comes to us with many years of life coaching skills.
 - Both will start part-time after Spring break to begin orientation before they begin full time on July 1.
- Our Grade 1 teacher will be finalized in the next 3-4 days. The announcement/communication will be made to 2018-19 Grade 1 families over Spring break. The all-school announcement will happen after break.
- Hiring is ongoing for High School Humanities, Math/Science. Announcements are expected in early May. The Technology Coordinator will be posted after break.
- Gary Banks commented that the new hiring team process that was created last year is working well. Sian Owen-Cruise informed the group that the new Governance Structure is also working very well and that the Continuous Improvement Committee will work through summer and will report feedback soon after. Details on a joint Board/College meeting will be available soon.
- Sian Owen-Cruise noted that the new website looks fantastic and will be launched to faculty and staff after break and before being made public.
- Sian Owen-Cruise introduced this highly confidential building update and provided these details:
 - \$2.9m was full original cost of the building
 - \$2.6m was reduced cost due to Brivar finding savings and changed to prefab in some areas. \$200k added for change orders (foundation issues/footings and winter conditions, lighting and fire requirements). \$100k added as a conservative estimate for any final changes.
 - \$2.9m is updated cost of the building
 - \$1.21m has been paid towards the project
 - \$1.7m to complete
 - Funding:
 - \$1.6m available from the bond
 - \$138k in Capital Campaign account
 - \$300k receivables (to be used to pay down the bond principal)

- \$200k in donations by 06/30/18 (to be used to pay down the bond principal)
- Sian Owen-Cruise noted that if we don't finish the construction in full, Brivar estimated the cost to restart the project would be \$150k.
- After some discussion, Sian Owen-Cruise proposed that the Board approve the completion of the construction project by drawing as much of the bond as necessary even though there is currently a \$200k gap in fundraising.
- Don Remboski asked if this recommendation be supported by Finance Committee. Sian Owen-Cruise and Carolyn Raschke responded that the Finance Committee did not meet to review this proposal.
- John Schramm noted that it is easier for donors to contribute when they see that their money is being used.
- Other questions and a short discussion followed and Carolyn Raschke confirmed that the 2018-19 budget includes debt service for the full bond amount.
- Gary Banks noted his support for finishing the project from a pedagogical perspective.
- A motion to support the recommendation to complete the entire building expansion with the acknowledgement that fundraising has not met goals but is very close was made by Jim McCauley with support from Mike McFall. There were no dissensions and the motion was approved.
- Strategic Plan community meetings went well. Sian Owen-Cruise formally thanked the board members who attended and participated.

Board Self Evaluation Results

- Due to time constraints, the results of the 2018 Board Self Evaluation will be reviewed at the May meeting.

AWSNA Shared Principles - Waldorf Study

- The fourth AWSNA Shared Principle is:
 - Freedom and accountability in Waldorf teaching
- The study was tabled until the May meeting.

2018-2023 Strategic Plan Next Steps - included

- Sian Owen-Cruise distributed the updated Strategic Plan for review and discussion at the next board meeting.

New Trustee Slate Proposal Update

- Don Remboski announced that John Schramm will be retiring from the RSSAA Board of Directors after many years of dedicated service.
- John Schramm was formally thanked by the group for his insight and perspective from years past which has helped the board survive some difficult situations.
- Carolyn Raschke requested that John Schramm continue to be involved by updating the Reserve Study once the High School construction is complete.
- Don Remboski noted that with John's retirement, the Vice President position needs to be filled and that Heather Rindels has been asked to assume the position.
- A vote on this officer change will be brought to the next meeting.

School Administrator Evaluation Plan

- Don Remboski informed the group that the School Administrator evaluation will be available through SurveyMonkey this year.
- He requested that every Trustee provide this important feedback by the deadline.

New Business

- A photo of the Board of Trustees would be useful for recruiting and donor thank yous.

A motion to adjourn the meeting was made by Heather Rindels with support from Gary Banks. There were no dissensions, the motion was approved and the meeting was adjourned at 7:08pm.

Remaining Board meetings for 2017-18 are scheduled for:
May 2 and June 6

Board meetings for 2018-19 are scheduled for:
July 11 (if needed) and August 1 (if needed)
September 5, October 3, November 7, December 5, January 9,
February 6, March 6, April 3, May 1 and June 5