

Rudolf Steiner School of Ann Arbor – Minutes of the Board of Trustees Annual Meeting held Wednesday, September 4, 2019

Present: Gary Banks, Elizabeth Head, Knut Hill, Daryl Honor, Mike McFall, Bob Rajewski (via conference call), Don Remboski, Heather Rindels, Paul Trombley

Excused: Jim McCauley, Tim Standke

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

Don Remboski called the Board of Trustees Annual Meeting to order at 5:44pm.

Agenda Review and Consent Agenda Approval

- The motion to approve the June 5 and August 7 meeting minutes (with a correction to Spike Cowing's name in the August 7 minutes) and consent agenda reports was made by Gary Banks with support from Heather Rindels. There were no dissensions and the motion was approved.

Development Engagement

- Representing the entire Development department, Katrina Klaphake launched the 2019-20 Annual Fund campaign and reviewed the Development report. She noted that we have the highest pledge amount (\$41,100) at this point of the year in the history of the school.
- Enrollment packet forms have brought in
- The \$20k Board giving goal will be hit and paid pledges are requested by October 4.
- The annual Faculty and staff campaign will run Sept 30 – Oct 21 with a big target of 100% participation from part-time employees. Katrina noted that we always reach 100% of full-time faculty and staff.
- Collecting stories about Faculty Development and the impact it has and how it ties into Annual Fund.
- The worldwide Waldorf 100 celebration is September 19. All Board members are invited to our event at the Lower School. A proclamation was requested from Debbie Dingell as well as a mayoral proclamation. Both government officials were invited to attend.
- Our Planned Giving charter and other mandates will be available for Board review at the November meeting.

Accreditation

- Sian Owen-Cruise reminded the group that our school is accredited by both ISACS and AWSNA. AWSNA permits paid employees to be Board members and ISACS does not. We requested and obtained permission to be exempt from that contradictory standard.
- A letter to the community will be sent mid-month with a summary of the self study (community feedback survey). Afterwards, community meetings around curriculum and student services (TA, etc.) will be scheduled.
- We are in the process of finalizing internal documents required for accreditation and close to 96% of them are ready. In this area, we are very well prepared for the October 2020 visit.
- The group then reviewed the current version of the Confidentiality Agreement and agreed to execute the document as is and requested an updated version.
- Knut Hill offered to review an updated version before the next board meeting.
- The group also reviewed the Conflict of Interest Policy and noted that the agreement requiring a signature is applicable only for Board members who are not employees. Another version is needed for employee Trustees.
- Revised documents will be available at the October meeting.
- Bob Rajewski noted that an Intellectual Property policy is also needed.

Board Manual

- The Board Manual is now kept live on the cloud and will be a way for this group to test some of the things we will be doing long term, post accreditation.

Mission Statement Draft

- Sian Owen-Cruise noted that our Mission Statement revision should have been done in Year 1 in the Accreditation cycle so we will need to work quickly in October and November because it will be used as a benchmark this year before Accreditation. The Mission Statement guides how we document our ways of working.
- The College will review and finalize their feedback on the Mission Statement in the next month.
- The Board is asked to approve the Statement in October.

2019-20 Enrollment and Budget

- The Board is reminded that with less enrollment than budgeted and the funds needed to support the expanded tuition assistance model, we are

“using savings to pay the rent.” Given that this situation is not sustainable, it heightens the need for every one of us to be completely and utterly focused on enrollment. The school needs enrollment or to reduce expenses.

- Our Contingency Fund was \$200k at 06/30/19. We will use \$50k for Parent Engagement and Admissions this year (\$30k plus the \$20k that we would have transferred for 2019-20). This represents 23% of the fund.
- Our biggest challenge has been getting enough inquiries and so new marketing pieces, word of mouth with Head, Heart, Hands and new community engagement activities around this have been implemented or are scheduled.
- Currently there is a waiting list for EC but not enough to add another class. We have a very large group of Golden Eagles students this year but not next year.

Bank of Ann Arbor Signer Resolution

- Carolyn Raschke reviewed the Bank of Ann Arbor signer resolution listing each of the school’s accounts. Because Jim McCauley is the Treasurer effective 07/01/2019, a new resolution is necessary and signer cards for each account need to be updated.
- A motion to approve the list of Bank of Ann Arbor account signers was made by Elizabeth Head with support from Daryl Honor. There were no dissensions and the motion was approved.

Old and New Business

- The High School Welcome Night is September 6:30-7:30pm
- The Lower School Parent Night is Wednesday Sep 11 from 6:00-7:00pm. If Board members can bring snacks, deliver them to the Lower School either the day before or morning of.

A motion to adjourn was made by Paul Trombley with support from Bob Rajewski. There were no dissensions and the motion was approved. The meeting adjourned at 6:40pm.

2019-2020 Board Meetings

October 2, November 6, December 4

January 8, February 5, March 4, April 1, May 6, June 3