

## **Rudolf Steiner School of Ann Arbor**

### **Minutes of the Board of Trustees Wednesday, March 6, 2024**

#### **Meeting**

**Trustees in Attendance:** Elizabeth Head, Knut Hill, Cindy Schoen, Angela Gladstone, Jenny Rajda, Lubhit Girdhar, Gary Banks

**Others Present:** Elizabeth Kozisek, Brian Vroom, Siân Owen Cruise, Jane Ford

**Absent:** Sylvia Gardner, Tim Standke, Dana Sutton-Myers, Walker Barnes, Adrian Madland

**Knut called the Board of Trustees meeting to order at 6:35 PM.**

#### **Agenda Review and Consent Agenda Approval**

A motion to approve the consent agenda reports, including the meeting minutes from the February 7 Board Meeting, was made by Cindy with support from Gary. There were no dissensions; the motion was carried out unanimously at 6:36 PM.

#### **Development Update**

Jane spoke about the Annual Fund, which is still going on, with 99% of families having participated. The Development team will be appealing to alumni in an event in April and are working to casting a wider net, especially in using social media.

Jane also recognized Lisa and class representatives and assistants with the amazing work they did reaching out and getting that final push for donations.

**6:56 PM Knut announced the resignation of Adrian Madland as Treasurer and Board Member.**

### **Year-to-Date Financial Review**

Brian spoke about a few key factors for revenue for the school and how it affects creating the budget: revenue is recorded when contracts are issued at the beginning of the year, and it looks like we are right on target with revenue. Brian also stated that expenses are mostly salaries and incur throughout the year. Materials are also front loaded in the beginning of the year, for example, main lesson books are all bought in the beginning of the year.

He also spoke of the pro-forma that was put together for accreditation and the plan build upon it throughout the end of the year and beginning of the next year; this will be used for profit/loss, paying down debt, buying larger items, and factor in what we take in/spend.

Brian spoke to the plan for refinancing with Bank of Ann Arbor and our options in the current market.

We are getting close to finalizing the audit and are waiting for the draft of the final report.

Green Link Solutions is a company helping schools be green (the founder was the head at the Philadelphia Waldorf school). Brian shared part of our reserve study and is scheduling a review on how to make our school greener and options the school can consider. This is good timing with the building updates that we have coming up and will help get us to be greener with financial benefits.

### **Accreditation Update**

Accreditation begins on Monday; the team arrives on Sunday for the welcome event.

The board meeting with the team on Monday is at 5:15pm.

Tuesday at the end of the day- report to board and faculty, sharing initial feedback around 3:45 with a quick 10-minute meeting.

Siân speaks about how we will continue the upkeep of these documents for the next accreditation, keeping things up to date to simplify the process administratively.

### **Proposal to re-create a Board level Facilities Committee**

Covid killed the Board Facilities Committee and the current committees for each campus are focused mostly on student needs.

This will create a process for simple problem solving for larger projects such as heating, cooling and roofs.

Focusing on larger projects, the committee will be used as a strong stewardship and meet four times a year. The first two would be march/may to get some bigger projects started, the first conversation being about the forest kindergarten.

Speaking to structure of the committee: Operations Manager would be chair and will include the level coordinators and board members. This committee would be able to make/recommend policies and make decisions on future planning.

A motion to approve proposal was made by Elizabeth, with support from Jenny at 7:40 PM. All in favor at 7:41 PM with no dissensions and the motion to approve a Board Level Facilities Committee was passed.

### **Board Self Evaluation Launch**

This is an annual task, which is anonymous and required by ISSAACS.

With the school model being self-governing, it is important to keep the board in check with straight forward questions. The evaluation asks about strengths and weaknesses, in which Jenny asks the board to think deeply upon in answering.

A main question to the self-evaluation being: Do we understand the school's mission?

We will share the results; Jenny asks board what they doing well, and as a group, will decide on actions.

### **2024-25 School Administrator Review- Introduction**

Knut speaks about the role of the board in the School Administrator's review.

The survey will have targeted questions directed to all people who report to the Administrator: the College Chair, College members, as well as faculty members.

### **Adjournment**

A motion to adjourn the meeting was made by Jenny with support from Lubhit.  
There were no dissensions, and the motion was carried out at 8pm.

Minutes taken by Elizabeth Kozisek