

Rudolf Steiner School of Ann Arbor

Minutes of the Board of Trustees Wednesday, September 13th, 2023 Meeting

Trustees in Attendance: Elizabeth Head, Tim Standke, Knut Hill, Cindy Schoen, Angela Gladstone, Adrian Madland, Walker Barnes, Jenny Rajda. Lubhit Girdhar, Sylvia Gardner

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

Absent: Gary Banks

Knut called the Board of Trustees meeting to order at 6:34 PM.

Agenda Review and Consent Agenda Approval

A motion to approve the consent agenda reports including the meeting minutes from the May 3rd Board Meeting was made by Knut with support from Elizabeth and Jenny. There were no dissensions; the motion was carried out. 6:38pm

MHSSA

Siân discussed the importance of participating in MHSSA to the school and the athletic department. Not only do we participate, but we utilize their policies as the structure for our middle school sports. **A motion to approve MHSSA was made by Knut with support from Elizabeth and Jenny. There were no dissensions; the motion was carried out. 6:41pm Elizabeth and Jenny.**

Development

Jane discussed exceeding the goals from last year, as well as the highlights of the past year and improvements within the development team. She also discussed the work the Development team has put in to updating the database. The Board appeal also launches tonight and goes through October.

Sian spoke of the support we are still receiving from our previous leadership colleagues for our (nearly entirely new) administrative staff. This support the staff has been receiving has been a bevy of invaluable knowledge. We will continue to resort to our previous colleagues for support for the time being.

Accreditation

Siân discussed the bifurcated process for the accreditation coming this spring with AWNSA. She discussed the first half being done remotely in 2022 and it's more administrative focus. ISAACS decided they were happy with one visit remotely. AWNSA would like to do the second half in person, will discuss the change in our administrative structure, meet with the board, meet with parent council and see how we operate as a school. She also explained our process for the accreditation, a self-study, a study on how our school follows the AWNSA principles. It will be finished over the winter break and approved by the Board in the following meeting.

Strategic Plan

Siân informed the Board of the areas of focus in the responsibility grid:

Support for students and families: Siân discussed the hiring of Janice Stewart as the Student Support Specialist, and her commitment to children. She spoke of the importance of hiring for this position to be able to identify what works by being present amongst the grades full time.

Governance/decision making: College chose to move the Pedagogical Coordinators to be Faculty instead of Administration and also discussed the need of a Pedagogical Coordinator for the lower school.

Sufficient Resources: Doing the work in ensuring Funds by exploring conventional and less conventional ways in refinancing. She also discussed the importance in planning and decision making so things can be implemented.

Sustaining and Growing: Looking into the things we want to do but not critically. We may not have the resources but if an opportunity arises, we want to make sure these things do not get forgotten.

Bank Account Signers

Brian informed the need to remove Carolyn and Natalie as account signers, and add Brian Vroom, Operations Manager, and Adrian Madland, Treasurer, will be added as signers to all accounts. Matthew McGlennen, Athletic Director, will be added as a signer to the Athletics account.

Brian also discussed the moving of some small accounts into Operations to reduce the amount of accounts within BOAA.

A motion to approve signers and moving accounts according to the Bank Account Resolution Letter PDF, with support from Jenny and Elizabeth as second, was made at 7:30 with unanimous approval.

Sabbatical Update

Siân will be working one day a week during the ten weeks she is gone for her sabbatical. She has devised a plan for the administrative assistant to maintain her email in her absence throughout the week up to her workday.

Coordinators will give updates on a form once a week and coordinate zoom meetings accordingly.

She will have scheduled meetings with administrative staff on her workday and will be available, if absolutely needed, by a select few.

Siân expresses again the hiring of Brian is making this process especially easier than what it may have been.

The State of the School and Tuition will be decided in January.

Knut thanks Brian, Elizabeth and the Board for their help in making the sabbatical successful. Gary and the College expressed support for the sabbatical.

Administrator's Job Description and Goals

Knut informed the Board of the changes in the Administrator's job description with the hiring of the Operations Manager. The hiring of the Operations Manager has led Siân to engage more in her pedagogical work, which will bring great benefit to the school. Siân expresses with gratitude that she already feels a difference in the amount of pedagogical work she has been able to take up since hiring Brian.

Pedagogical coordinators will be overseen by the College, unless one is the faculty chair that day.

A vote for the Board's approval of the Administrator's Job Description and Goals, made by Angela and supported by Sylvia with unanimous support from the Board at 7:50 pm.

New Business

Siân discussed the work that has been going into a budget reconciliation. In working with Adrian and Natalie, they found that over the past few years, in writing the budget, we were trying to be super conservative at a time of uncertainty, government assistance, and the inability to drill the budget down each fall because of these uncertainties. In budgeting over the past few years, it seems we became too conservative/pessimistic with enrollment and budgeted that way. Siân wants to revisit the budget with the Board Personnel and Board Finance Committee and devise a new contingency plan.

Adjournment

A motion to adjourn the meeting was made by Knut with support from Jenny and Cindy. There were no dissensions and the motion was carried at 8:11pm.