

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

### **Minutes of the Board of Trustees Wednesday, Nov. 3, 2022**

**Trustees in Attendance:** Lubhit Girdhar, Elizabeth Head, Jenny Rajda, Jim McCauley, Knut Hill, Heather Rindels, Walker Barnes, Angela Gladstone, Tim Standke, Anni Fox Maniglia, Gary Banks, Cindy Schoen.

**Others Present:** Katrina Klaphake, Sian Owen-Cruise.

Absent: Sylvia Gardner. Adrian Madland.

**Heather Rindels called the Board of Trustees meeting to order at 6:34 PM**

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

- Sian gave an update on the covid plan review including receiving parental feedback via a letter. Look for a draft updated plan next week. The board will be asked to approve by e-mail unless discussion is needed.
- A motion to approve the consent agenda reports including the meeting minutes from the September Board Meeting was made by Elizabeth with support from Jim. There were no dissensions, and the motion was carried.

#### **Development Report - Katrina K**

- Sian reviewed an announcement that Katrina K will depart from RSSAA and Development work in December to pursue another professional opportunity. Katrina will be staying on as Development Database Manager until this work can be fully transitioned. A transition plan is in place including training other employees, notifying key donors and supporting those relationships.
- Katrina provided an overview of Development, see report.

## **Accreditation Update - Sian**

- The AWSNA Accreditation Report is drafted and due Nov. 16. It includes a new School Plan as well as acceptance of all five accreditation recommendations:
  - Faculty Salary, [staff salary too?]
  - Enrollment,
  - Student Support,
  - Strengthening Middle School, and
  - Diversity Hiring.
- The AWSNA Visit is scheduled for Spring, 2024. Our Steering Team will plan preparations for Part Two of the Accreditation focused on 'AWSNA Principles at our School.'
- ISACS accreditation is complete.
- Heather and Jim added appreciation for good, hard work in this area.

## **Town Hall Update - Sian**

- Attendance lower (like many events these days). Minutes will be sent out from the last meeting.
- Next Town Hall planned - Enrollment, Tuition and Budget.
- School appreciates board member participation and support at town hall meetings.

## **Administrator Job Description - Heather**

- Reviewed draft form. Plan to remove College Counseling role.

[Sian left the meeting during this discussion]

- Gary noted that the College of Teachers approves the job description and believes that the job description is very full.
- Gary acknowledged extra work done by the Administrator, on top of the full-time position, which was above and beyond including college counseling, finance work, onboarding several new level coordinators.

Given this, Gary proposed additional compensation. Jim will work with Finance Committee to create a proposal.

- Board comments and questions about sustainability:
  - Tim asked which pieces of the job description could be shared.
  - Elizabeth and Tim asked about an Administrator succession plan.
- A motion to approve the Administrator's Job Description was made by Jim with support from Jenny. There were no dissensions, and the motion was carried.

[Sian returned to the meeting]

### **New Board Meeting Structure - Heather**

- Jim suggested hosting board meeting before committee meetings.
- Agreement to meet for 45 minutes for the December board meeting, before committee meetings begin.
- Jim asked for another (non-faculty) board member to join the Finance team. Please see Jim if you are willing to work on Finance.

### **Tuition Setting - Jim**

- Jim set context including use of reserves, 2024 bond/refinancing. Complex balancing for projecting enrollment, tuition increase, and increased need for tuition assistance to negate attrition; inflation and cost of living increase for salary levels and contractors; budget increased due to hiring finance contractor; tuition comparisons with similarly situated schools are equitable.
- Finance will propose tuition increase to board in December and solicit input; ideal plan to approve by January board meeting.
- Input from Sian on history of balancing tuition assistance.
- Gary added that families may anticipate a larger tuition increase.
- Sian added that (i) a decision must be made by January due to our enrollment schedule; and (ii) tuition assistance levels are challenging to maintain.

## **New Business**

- Jenny suggested board recognition for extra covid efforts during 2021-2022. Jenny compiling list and will sign for the board.
- Heather suggested Knut Hill for Board Vice President and the board will consider this in December. This would open the Board Secretary position - our new Administrator Support Staff may take on the task of board minutes (which the Secretary is currently doing).

## **Adjournment**

A motion to adjourn the meeting was made by Jim with support from Jenny. There were no dissensions, and the motion was carried.