

Urban Prairie Waldorf School

Board Meeting Minutes

February 13, 2014

A meeting of the Board of Directors of Urban Prairie Waldorf School (the "UPWS") was held on February 13, 2014. Present in the meeting were Sharla Stewart ("SS"), President; Jesus Ruiz Velasco ("JRV"), secretary; Elisa Mangual ("EM"), assistant secretary, Peggy Lofgren ("PL"), Administrator; Mary Cowen ("MC"), Board Development Chair; Mat Riendeau ("MR"), Faculty Chair, Ed Sindelar ("ES"), Facilities Chair; David McClellan ("DMC"), Finance Chair; Michael Levine ("ML"), Strategic Planning Chair and finally, Heather Berhalter ("HB"), Vice President and Brian Gleichauf (BG)¹. Several members of the UPWS parent and faculty community were also present.

SS called the meeting to order thus initiating the presentation of the items on the agenda.

FINANCE

PL distributed the Profit and Losses spreadsheet and together with DMC reviewed some of the main points such as enrollment (currently at 78); a projected increase in revenue thanks in part to aftercare, and upcoming summer camps. As well as tutoring and music lessons which are now being paid directly to UPWS.

In summary, state of the school is adequate and has safely exceeded past projections.

TUITION

A discussion ensued in reference to tuition write-offs and the need to revise and create a new policy based on the goals and principles of UPWS on future ways of addressing tuition non-payment. HB, DMC and PL were charged with drafting an updated policy to be later reported to the Board.

STRATEGIC PLANNING

¹ HB and BG were present via iPads.

SS reminded the Board of the October discussion to employ an “issues” based strategic planning model. Issues currently on the strategic planning list are: (1) middle school planning, (2) future facility, (3) expansion of the administration, and (4) teacher compensation. Already underway are idle school (led by MR) and Facilities (led by SS and including ML, ES, and DMC). SS called on board members, then addressed JRV individually to volunteer for the rest of the before-mentioned current issues.²

BG suggested following the model set out by MR in the middle school planning process, including convening a committee, setting a goal and outcome, scheduling regular meetings, and compiling recommendations for board and/or Faculty and/or Administration to take up. MC, ML, and SS volunteered to serve on the teacher compensation strategic planning committee.

Community member and Parent Council Chair Dona Nishi (DN) noted that several members of the parent community were interested in aiding the administration.

Dona Nishi (DN) mentioned that several members of the parent community were interested in actively aiding the administration.

The Board agreed that the multi-year finance model created by the Strategic Planning committee several years ago should be updated and used to inform current and future strategic planning initiatives. DMC noted that he has begun the update.

FACILITIES

ML stated a proposal to expand into the 3rd FL was in the works.

DEVELOPMENT

Jennifer Noe (JN), Annual Fund Chair and community member, addressed the growing pains created by increased enrollment and the movement of Development of the Board this year. She noted that the growing pains create a need for increased collaboration between Board, Faculty, Administration, and Development. She added that a Development committee has formed and is now meeting regularly with PL. The committee includes JN, gala chair Laurie Hollet(LH) and DN. JN emphasized the need for a consistent message that all know and are able to communicate. There

² HB, via iPad, called on JRV to “step up”

was discussion of the gala, which will direct its funds raised toward Tuition Assistance.

UPSMAC³

MR hosted a discussion of the recommendations drafted by the committee charged with middle school planning. SS stated that she would like to see a call-out of items that will affect the bottom-line, such as a middle school counselor. Matt Riendeau stated that the study will be re-written in 2 ways: 1) for the public; 2) accounting aspect.

The Faculty is creating a buzz around the community for April's parent night discussion, when the major initiatives of middle school planning committee will be revealed.

There being no further business the meeting was adjourned.

³ **U**rb**a**n **P**rairie **S**chool **M**atriculation **A**ssistance **C**ommittee