

DRAFT MINUTES
Urban Prairie
APRIL 2014

A meeting of the Board of Directors of Urban Prairie Waldorf School (“UPWS”) was held on April 10, 2014. Present in the meeting were Sharla Stewart (“SS”), President; Heather Berhalter (“HB”), Vice President, Admissions & Enrollment Coordinator, and Longterm Enrollment Strategic Planning Task Group Chair; Peggy Lofgren (“PL”), Administrator; Mary Cowen (“MC”), Board Development (“COBD”) Chair; Mat Riendeau (“MR”), Faculty Chair; David McClellan (“DMC”), Finance Chair; Michael Levine (“ML”), Compensation Strategic Planning Task Group Chair; Brian Gleichauf (“BG”); and Ted Shieh (“TS”). Several members of the UPWS parent community were also present.

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

AWSNA Mentor School Visit

SS gave a summary of the recent visit by our AWSNA Mentor School delegates. UPWS is completing the final year in its three-year plan as a Developing School. The delegates said we are right where we should be in our development and progress. Next step is a 5-8 page report summarizing the major items under strategic planning and pedagogical goals, as well as revisions of our mission, vision, and value statements, if appropriate. The report is due in September. SS called for a Board AWSNA committee to oversee the collection of information and production of the report, noting to MC that COBD can assist with staffing the committee, with oversight by a current Board member.

Tuition Assistance Policy

DMC and HB presented the proposed policy, also posted on the Finance section of the Board Google site. Highlights of the streamlined approach include:

- the setting of a single deadline,
- blind allocations during first phase,
- an appeals process.

If by the time of appeals, the TA budget is exceeded, Admissions and Finance will examine and make a decision (if accretive to the budget), or make a recommendation for the Board (if not).

Board recommendations include:

- that the policy process be included in the Tads letter to TA applicants,
- that an exploration and determination be made as to where such policies will be recorded, eg, an administrative handbook? Questions for consideration include who has authority to change the policies, and what the process for changes will be, striving for transparency around the

process.

ML moved to adopted the TA policy as proposed, effective the 2015-16 school year. MC seconded, and the board unanimously approved with no abstentions.

Budget

PL and DMC oversaw a review of the current and next year budget. Current year reflects projections are as of Mar 31. PL noted that current budget assumes for now faculty longevity bonus accruals, which hasn't been Board approved.

2014-15 Budget highlights include:

- Assumes 100 students, which HB confirmed as a “slam dunk.”
- Private music lessons and tutoring fees are being brought under the school’s financial oversight next year, contributing to compensation for those faculty members.
- Total G&A expenses are projected to fall, from 23.4% to 20.4%, which DMC noted is good and shows that UPWS is gaining scale.
- DMC emphasized the point that cash flow from operations is the single most important metric, and while it is projected to fall to \$35,855, it is still positive; this provides both a security blanket, and enables us to build cash reserves, which is critical to funding the new building. The budget projects to increase cash reserves from \$171,000 to \$188,000.
- Compensation numbers are based on current salary and benefit approach, an area currently under examination and likely revision by the Board’s Compensation Strategic Planning Task Group. Group chair ML will meet with Finance to discuss recommendations and modeling.

BG noted the challenge of the hiring season necessitating final decisions on adding faculty and staff in winter/early spring, prior to budget being finalized by Board. TS motioned to approve salaries presented in the 2014-15 budget for key faculty being moved to full time (Chinese, Handwork/Woodworking/Class Teacher Assistant, Music). BG seconded. The motion was approved by board unanimously, with no abstentions.

DMC noted that Finance will look at budget proposal timelines with above challenge in mind for future budgets.

Budget will be brought to Board for approval in May. Outstanding items include:

- Wish list items. Board called for a prioritized Wish List if increased enrollment allows for additional budget availability. Expanded Administrative staff support should top that list.
- HSA medical plan. This may not be resolved by May meeting. DMC noted that we can likely set the budget based on current health-care stipend approach, and if the expenses with an HSA turn out less, the windfall budget can be applied to wish list items.

- Accruals for faculty longevity bonus.

There being no further business, the meeting was adjourned.