

11 SEPT 2014
UPWS Board Meeting Minutes

A meeting of the Board of Trustees of Urban Prairie Waldorf School (“UPWS”) was held on September 11, 2014. Present in the meeting were Sharla Stewart (“SS”), President; Heather Berhalter (“HB”), Admissions & Enrollment Coordinator, and Longterm Enrollment Strategic Planning Task Group Chair; Natasha DeNeal (“ND”); Peg Kern (“PK”); Peggy Lofgren (“PL”), Administrator; Elisa Mangual (EM), Assistant Secretary; Brandy Masoncup (“BM”); Mat Riendeau (“MR”), Faculty Chair; David McClellan (“DMC”), Finance Chair; Michael Levine (“ML”), Vice President and Compensation Strategic Planning Task Group Chair; Jesus Ruiz-Velasco (“JRV”), Secretary; Fabiola Saucedo (“FS”); and Ted Shieh (“TS”).

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

Study

MC led Board study, a discussion of *Organizational Integrity*, by Torin Finser.

Parent Survey

HB led a presentation of results from the end-of-year parent survey conducted this summer. The results will be partially published to our community in the October State of the School meeting, noting areas where we are already acting. The full results will be provided to the community later in the fall.

Development Overview

Jennifer Noe, Development Chair, led a discussion of Development at UPWS, including:

- what the Annual Fund is and why it is important to school operations and planning
- the importance of Board stewardship and leadership in giving to the school
- a historical perspective of approaches to fundraising at UPWS
- how giving is broken down according to gift levels in our community

Request for Qualifications, Long-term Facilities

SS and DMc presented the draft Request for Qualifications for long-term facilities to be posted following the September meeting. SS explained that the purpose of the RFQ is to find a partner who can help UPWS determine the possibilities for facilities following the end of the Pompeii lease. DMc emphasized the financial unknowns in future facilities and that a partner will help make these clear.

ML asked if there are back-up plans should a move not prove viable. SS confirmed that the Long-term Facilities Committee has back-up plans as part of its ongoing agenda. The current priority is to disseminate the RFQ as soon as possible to determine viable options, and then back-up plans will continue to be explored.

DMc suggested that the timeline on the RFQ was too long and suggested following his industry standard of a 2-3 week turn-around time. SS confirmed that shortening the timeline is possible.

There being no further business, the meeting was adjourned.