

FEB 12, 2015 UPWS BOARD MINUTES

A meeting of the Board of Trustees of Urban Prairie Waldorf School was held on February 12, 2015. Present in the meeting were Sharla Stewart ("SS"), Heather Berhalter ("HB"), Michael Levine ("ML"), Peggy Lofgren ("PL"), Peg Kern ("PK"), Fabiola Saucedo ("FS"), Ted Sheih ("TS"), Matt Reindeau ("MR"), Mary Cowen ("MC"), Jone Hellesoy ("JH"), NaTasha DeNeal ("ND") and a member of the faculty Johanna Rhode.

AGENDA

Study

"Other aspects of human physiology," part III from *Organizational Integrity* by Torin Finser, pp. 107-134 was reviewed. MC led discussion.

Review of mission and purpose of the Board of Trustees by SS

YTD P&L

PL provided an update on where we stand financially in terms of profit-and-loss / budgeted-compared-to-actuals. Highlights include:

- Target to obtain loan in June for complete construction on third floor
- Review of key metrics
- Bad debt was lowered due to the collections of old debt
- Projection of \$14,500 of uncollectable
ACTION: PL to follow up with David McClellan regarding approach to take with uncollected. Debt agencies?
- Tutoring paid for by use of testing process via CPS
- Budgeting error on recess payroll of \$10,000 due to recess not being a separate line item. Change has been made. It is now a separate line item.
- Maternity Leave expense increase due to teacher use of leave.
- ML posed the question of whether faculty compensation for

extra responsibilities/lessons factored into budget. Potential issues? PL stated yes.

- Green team applied for a \$2,000 grant. SS suggested the green team should have a line item on the P& L.
- Professional services slightly above due to increase in accounting fees.
- G&A line item increased due to toner use.
- **ACTION:** TS stated Green team would review 'green' alternatives to potentially lower cost.
- Allocation of \$500 for additional laptop
- Budgeted target of \$33,000 annual fundraiser. Expenses \$8,000.
- Noted that smaller line items make the most money. Jump a thon is one of the best revenue generators.
- Member of faculty Johanna Rhode suggested use of Scripps to generate revenue. Scripps requires a lot of manpower.
- Three-year community bank loan of \$150,000 will be halfway paid for by year-end.
- Suggestion of part time annual fund development position. JH stated to allocate funds to Admissions.
 - Create visual of annual fund participation across the school
 - Create committee for annual fund development asking the hard questions "what's going on".

Wellness policies

- Review of measles policy and immunizations
- TS stated Administrator performing the role of school nurse in terms of distribution of immunization paperwork being completed. He stressed the importance of Vaccinations.
- TS recommended to communicate message to community that UPWS goal is to meet the the 95% immunization rate recommended by the CDC as effective for measles.
 - Information should be distributed to meet obligation of students and faculty
 - Document should be clear and 'state the why'. CDC recommendation and social responsibility

ACTION: Clarity on legal liability. Accreditation impact. PL to follow up.

- Discussed document for distribution to community stating cdc recommendation

ACTION: SS to comprise a draft to be reviewed by board and distributed to UPWS community