

**EUGENE WALDORF SCHOOL
BOARD OF TRUSTEES OPEN MEETING MINUTES**

Monday, 8 July, 2019

4:00 P.M.-6:00 P.M.
Eugene Waldorf School

Present: Peggy Blake, *Chair*, Ann Gahr, *Vice-Chair-Secretary*; Ann Kneeland, Ian Stearns, *College Representative*; Atta Turck; Ellen Mahoney, *Administrator*, Morgan Vierheller, *Faculty Chair*

Guest: Max Schwanekamp

Secretary: Ann Gahr

Quorum: Seven of seven board members present with College of Teachers' representative, and Faculty Chair present. (Note: Currently Board has three Community Board members, instead of the required four. Quorum minimum two-thirds of members including one College of Teachers' representative).

After appointment of Max Schwanekamp, eight of eight board members present. The Board has four community members and quorum is met.

Minutes: Minutes of EWS May 6, 2019, Special Meeting were approved. Minutes of EWS May 20, 2019, Open Meeting Minutes were approved. Minutes of EWS May 20, Closed Meeting Minutes were approved. Minutes of EWS May 22, 2019 Annual General Meeting were approved. Minutes of EWS May 22, 2019, Organizational Meeting were approved.

Introduction of Max Schwanekamp, prospective board member. Ian introduced Max who has been connected with the school in many ways. As an involved parent, he volunteered at the Golden Goose, website design, and many other volunteer tasks. He is the spouse of Jeannie Schwanekamp. In his professional life, he is a software developer serving mental health professionals.

Proposed to appoint Max to serve as a board member until the next Board election in May 2020.

BOARD ACTION: Max Schwanekamp is appointed to serve as a board member until the next Board election, May 2020.

Administrative Report by Ellen

Budget work is encountering problems with the chart of accounts. The budget is in Quickbooks and Excel and toggling between the two has presented problems as the chart of accounts needs to be cleaned up.

Attachment A—2018-2019 Budget Planning Model with enrollment at 174.

Attachment B—2019-2020 Budget Planning Model. There was a discrepancy in the end-of-the year calculations caused by keeping the salary cap in place, strings error, reported earlier. These budgeting errors are noted in CAPS.

Discussion was held on estimated enrollment figures and which areas were in flux. Different areas affecting the budget were increases to administration hours, groundskeeping and maintenance. Also, questions raised on tuition assistance alternatives. The Finance Circle was requested to meeting and comeback with options to consider.

AWSNA Accreditation Timeline by Atta

Atta gave an overview of the timeline for AWSNA Accreditation. The site visit is planned for Spring 2022. The application for re-accreditation is November 1, 2019. AWSNA has changed the format for reaccreditation moving from 53 principles to 7 principles. This change is primarily a consolidation of principles into 7 key areas. About 20 schools have gone through the new accreditation process. Discussion was held on the particulars of AWSNA accreditation process. It was noted that we need to budget for the AWSNA audit and report. A rough estimate is about \$10,000, and sufficient accommodations for the visiting team. Atta, who has the most experience with this process, will check on the application and gather more information so that we can begin planning.

Strategic Plan Renewal by Morgan

Morgan noted that there are five people on the committee to start the review and process of renewing our Strategic Plan. Charlie Tilt shepherded the process last time and it was suggested that we reach out to him for advice. Ann G. and Morgan will meet with Charlie to gather information on the process.

Appointment of Board Members to Committees

Max volunteered to serve on the Finance Circle

Ann Kneeland volunteered to serve on the Strategic Planning Committee.

College Report by Ian

Music teachers have been hired. Ayla Hopkins will teach 4th grade strings while Alex Abrams will teach 5th through 8th grade strings.

Retreat Agenda by Peggy

Retreat is set for August 19th at Peggy's house. Potluck lunch will be served.

A number of possible topics for the retreat were considered, including a walk and element of play.

Miscellaneous: A letter was received by Ann Gahr from Minx Ravenwood requesting consideration of initiating a Camphill Community in the area. Morgan will respond and direct the letter to the proper channels.

2018-2019 Projected Expenditures									
Tuition Adjustments									
	Uncollectible Tuition		29165	2.09%	percent of net				
	Tuition Assistance		220457	14.00%	N.B. scholarship has a separate line				
	Scholarship		59850	3.25%					
	Sibling Discounts		5725	0.20%					
	Prepayment Discounts		76265	4.34%					
	Tuition Remissions								
	Total Tuition Assistance @		362297						
	20.61% of gross tuition								
Faculty & Staff									
Faculty (full-time)									
Grade	Teacher	Base	Children	Salary					
Pre-K	Lead	0		0					
	Floating Assist	6,353		6,353					
Starflower - K	Daily	36,055		36,055					
	Assistant	16,964		16,964					
Rose -K	McRae	38,255		38,255					
	Lhomond	39,655		39,655					
Sunflower-PK	Mundrick	36,355		36,355					
	Assistant	13,843		13,843			Average Assistant		
Grade 7	Stearns	38,055		38,055			15,404		
Grade 3	Melcher	36,755		36,755					
Grade 1	Taylor	36,455		36,455					
Grade 2	Bangemann-Jo	35,455		35,455					
Grade 8	Schwaneckamp	37,455		37,455					
Grade 4	Jaehning	39,555		39,555					
Grade 5	Kranites	36,555		36,555					
Grade 6	Finstad	38,455		38,455					
Increased Ped Sta	Remedial	0		0			Average Salary		
Eurythmist	Hess	36,555		36,555			37,422		
Faculty (full-time)									
Grade	Teacher	Salary	Worker Comp	Unemploy	FICA	Med Bene	Tuit Remiss	Retirement	Total Cost
				2.2%	7.65%				
Pre-K	Lead	0	0	0	0			0	0
	Floating Assist	6,353	0	140	486			127	6,979
Starflower - K	Daily	36,055	0	793	2,758	15,624	10,895	721	66,847
	Assistant	16,964	0	373	1,298			339	18,974
Rose -K	McRae	38,255	0	842	2,927	5,703		765	48,491
	Lhomond	39,655	0	872	3,034	5,703		793	50,057
Sunflower-PK	Mundrick	36,355	0	800	2,781	10,262		727	50,925
	Assistant	13,843	0	305	1,059			277	15,483
Grade 7	Stearns	38,055	0	837	2,911	10,262		761	52,826
Grade 3	Melcher	36,755	0	809	2,812	5,703		735	46,813
Grade 1	Taylor	36,455	0	802	2,789	10,262		729	51,036
Grade 2	Bangemann-Jo	35,455	0	780	2,712	1,854		709	41,510
Grade 8	Schwaneckamp	37,455	0	824	2,865	10,262		749	52,155
Grade 4	Jaehning	39,555	0	870	3,026	15,624		791	59,867
Grade 5	Kranites	36,555	0	804	2,796	1,854	10,895	731	53,636
Grade 6	Finstad	38,455	0	846	2,942	1,854	21,790	769	66,656
Increased Ped Sta	Remedial	0	0	0	0	0		0	0
Eurythmist	Hess	36,555	0	804	2,796	10,262	10,895	731	62,043

DRAFT BUDGET

11/12/2019

2018-2019 Projected Expenditures									
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DRAFT BUDGET

11/12/2019

5003/10/20	Grades Assistants	12,206	0	269	934	0	244	13,652					
	Total Full	534,981	0	11,770	40,928	105,227	54,475	10,700	703,603	757,951	54,348	reimissions	
Faculty (part-time) Hours per week													
Lang #1	Lang #2	Handwork	HW Assit	Woodwork	Stings	Eur Accomp	Blocks	Substitutes	Average Medical	7,656			
										Average Remiss	3,632		
Grade 1	2	0	2	2			1						
Grade 2	2	0	2	2			1						
Grade 3	2	0	2	2			2						
Grade 4	2	0	2	2			2						
Grade 5	2	0	4	4	4		2						
Grade 6	2	0	4	4	4		2						
Grade 7	2	0	4	4	4		2						
Grade 8	2	0	2	2	4		2	3					
Other							2						
Total Periods	16	0	22	22	16	0	16	3	2				
Periods	Classes	Year Wage	Worker Comp	Unemploy	FICA	Med Bene	Retirement	Total Cost	Reimissions	1,241,611			
Lang #1 (Sanders)	8	4	12728	0	280	974		255	14238				
Lang #2 (Cumpston)	8	4	13016	0	288	998		260	14558				
Therapeutic Eurythmy	0	0	0	0	0	0		0	0				
Handwork1 (Tyler)	18	6	36055	0	813	2827	10,262	739	51506				
Handwork2 (Clarke)	4	2	8364	0	140	487		127	7118				
HW Assit	22	8	8682	0	191	664		174	9711				
Woodwork (Turck)	12	4	26758	0	633	2200		575	32186				
Stings	11		17578	0	387	1345		352	19661				
Movement	0	0	3200	0	70	245		64	3579				
Eur Accomp	16		15040	0	351	1219		319	17829				
Other	2	1	757.05	0	17	58		15	847				
Middle School Support	0	660	11608	0	255	888		232	12984				
Sub			6480	0	143	498			7128				
Medical			3514.875	0	77	269			3861				
Sabbatical				0	0	0			0				
Educational Support			45499	0	1001	3481			49981				
Grades Support			5000	0	110	383			5493				
Discretionary			2703.75	0	59	207			2970				
101 Total Part		218793		0	4813.44	16737.64	10261.57	3111.722	253717	0	253717		
Administrative/Operations													
	Salary/	Worker Comp	Unemploy	FICA	Med Bene	Tuit Remiss	Retirement	Total Cost					
	Year Wage		2.2%	7.65%									
Office Coordinator	41,838	0	920	3201			836.75	46795					
Enrollment Coordinator	17,878	0	396	1375			359.58	20108					
Funds Dev. Coordinator	17,578	0	387	1345			351.58	19661					
Site Support Coordinator	17,878	0	393	1368	1,854		357.58	21851					
Administrator	37,655	0	826	2881	15,624	21,790	753.10	79531					
Bookkeeper	21,880	0	482	1675			437.78	24483					
Faculty Chair	37,355	0	822	2858	5,703		747.10	47484					
Increased Admin Staff	14,121	0	0	0	788		282.42	15191					
Total Ad/Op	206,292	0	4228	14701	23969	21790	4126	253315	275105	21790			
After School Care													
Head Teacher	0	0	0	0	0	0	-	0					
Teachers	27,694	0	600	2119			553.88	30976					
Total ASC	27,694	0	600	2119	0	0	553.88	30976					

Dues & Subscriptions				AWSNA Dues Computation			
AWSNA	%	@		Gross Tuition (take out sib & prep)	1992180		
	0.0058		8045	supply fees	38700		
Renewal*	175	10.9	1908	app fees	2500	1733360	subtotal- this is the amount AWSNA needs for line item "gross tuition/ fees income"
Other Dues*(includes WECAN)			795	less TA	220457		
Subscriptions*			300	less remission	78265		
	#	@		net tuition	1436638		this should match AWSNA "net tuition/fees income" line
6220		Total Dues & Sub	11018				
	180	9	1620				
	Student Insurance						
6220							
6020	Outreach* & Development		10700				
6500	Licenses & Permits*		1500				
6610	Postage*		2000				
6060	Bank Charges*		2500	visa			
6825	Parent Council		2580				
6500	Miscellaneous*		1500				
	Unallocated		8488				