

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

Monday, 26 August, 2019

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

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

Absent: Ian Stearns

Guest: Eileen Chanti

Secretary: Ann Gahr

Quorum: Seven of eight board members present with College of Teachers' representative, and Faculty Chair present. (Quorum minimum two-thirds of members including one College of Teachers' representative).

Minutes: Minutes of June 2019 meeting were approved.

Administrative Report by Ellen

Ellen is working with Cameron and Molly W. on budget and bookkeeping. In the September a draft Budget will be presented. She will be working with an independent accountant to switch payroll from ADP to QuickBooks

Enrollment numbers will be revised next week. Overall enrollment outlook appears steady with no further losses anticipated. Enrollment numbers are the same as June 2019.

The process of moving administration needs more time. Currently it looks like winter break would be when this could be achieved. They can do preliminary work now.

College Report by Atta

College is meeting tomorrow. All positions have been hired. They will go over the new challenges with restrictions to the budget.

The Accreditation timeline is being worked out. AWSNA has an interim coordinator. The original idea was to meet in November to set accreditation plan. He will update.

Committee Check-ins

- **Finance Circle-** Finance Circle has met but have not yet worked out a plan to present to the full Board.
- **Strategic Planning by Ann K. , Morgan and Ellen** They are working on syncing the Accreditation process and the Strategic Plan for 2020 to 2023 Strategic Plan. Their timeline is to present 2019-2020 Draft Plan to roll out in 2020.
- **HR Committee by Peggy-**They are working to identify overall compensation recommendations by end of September.
- **CIC Committee** – Committee did not meet.

- **Site Committee**-Committee continues to look for new site members. The Faculty will ask their classes in the parent meetings for suggestions. Atta will write up a list of guidelines.
- **Long-term Site Committee**- Committee has not met this term as they were given priorities to work on that have not been completed.
- **Development Committee**—Committee has not met.

Group Discussion: Board's role in supporting enrollment and fund raising

Ideas were discussed about improving Board Communication

Periodic *Tidings* report

Attend Back to School event, Tuesday, September 3rd, 5:15 to 6:00 p.m.

This is a all school parent meeting introducing faculty and staff to parents

Community Café attendance

Place where Board minutes can be accessed online

Visible place bios and photos of Board members

Initiate Board service activities, like serving coffee, etc.

Book was recommended *Boards on Fire*, introduced to Atta at a Board workshop in Seattle.

Introduced the distinction between Board of Trustees and Board of Directors

Discussed idea of Board having the role of inspiring the school.

Conversation on how Board can support enrollment/retention. September agenda to continue.

Meet and Greet Eileen Chanti

Eileen Chanti was hired by Administration to fill the positions of Aftercare Coordinator and Development Coordinator. Eileen gave a brief sketch of her background working as a Waldorf teacher and bringing Waldorf education principles to the three programs she developed for St. Vincent DePaul. She has experience with grant writing as well. She serves on the Board of Hazelwood House. She is continuing the Giving Tuesday campaign for Annual Giving that was started last year at EWS.

Eileen said the best way that the Board can support her work in development is to identify our top three priorities, work with her on the actual budget, help introduce her to donors, and with the upcoming Grandparents Day.