

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

Monday, 18 November 2019

4:00pm – 6:00pm
Eugene Waldorf School

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

Absent: none

Guest: Eileen Chanti

Secretary: Max Schwanekamp

Quorum: All 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 October 2019, September 2019, August 2019, July 2019, were deferred.

Readings discussion

Two articles were discussed, from *The Art of Administration* (1992), edited by David Mitchell. It was proposed that we have a longer discussion in the future, starting with the Chapter 10.

Board actions without a meeting

Brief discussion about how and in what situations the Board can decide on actions without an in-person meeting. No change is recommended yet, but this will be examined further in coming months.

Election of new Secretary

ACTION: The board has elected Max Schwanekamp to replace Ann Gahr as Board Secretary. Ann will continue to serve as Vice President.

Annual Giving Update – Eileen

Development Coordinator Eileen Chanti briefly reviewed this year's Annual Giving Campaign, which focuses on Giving Tuesday, December 3rd 2019. Eileen spoke about how to solicit major donors. It was agreed that the Board would send a letter to major donors before or accompanying the Annual Giving postcard.

Grandparents & Friends Day

REQUEST: Eileen asked for volunteers to help with this event. Two members volunteered to do this.

Winter Light Faire

REQUEST: Eileen asked for a volunteer or two to help count tickets and money at the end of WLF. Two members volunteered to do this.

Administration Report – Ellen

The move of admin offices from Gardenside to the main building has been tabled for now.

Tuition in Arrears

A significant amount of unpaid tuition from previous years remains to be collected. Certified letters are being sent out to former families still in arrears to ask for payment as a first step. Ellen is following up with current families to get clear on the payment intention. Additional work will be done for a more standardized process of collecting unpaid tuition.

Health Insurance Renewal

EWS' staff health insurance has been renewed with a slight reduction in overall cost.

Tuition Assistance

Our current system of calculating Tuition Assistance is labor-intensive. Admin proposes using a third-party system such as FACTS or TADS. This will have the effect of being at once more impartial and less intrusive for parents, while also requiring less EWS administrative burden.

REQUEST: Ellen asked for a volunteer to assist in setting up FACTS/TADS, one member volunteered.

2019-2020 Budget Discussion

In the ongoing effort to handle the budget deficit, Finance Circle has identified a series of line-items that were over-budgeted (i.e. historically underspent) or which could be reduced with minimal impact on the day-to-day educational mission of the school.

Finance Circle recommends the Board accept these changes to the budget with the proviso that more adjustments may be required, depending on the changing financial reality as the school year progresses.

ACTION: The Board voted to approve the changes to the budget.

Missed Agenda Items

Due to time constraint, the following agenda items are pending discussion:

- Flexible Tuition Proposal
- Rosewood Nature Kindergarten Project
- Full Day early grades