

Approved 10/16/19 JC

MINUTES
VSWEA BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 18TH, 2019
EURYTHMY ROOM, DESERT MARIGOLD SCHOOL
6210 S 28th Street, Phoenix, Arizona

MEMBERS PRESENT:

Heather Huentelman - President	Jessica Jarrett	Gregory Schneider
Clayton Hopkins - Treasurer	John Elling	
Juli Curtin - Secretary	John Tanner	

The President, Secretary and Treasurer were all present and a quorum was reached.

GUESTS

Christie Kriegsfeld - Acting Executive Director
Priscilla Garza from Aspire
See guest list

OPENING VERSE

Meeting was called to order at 6:40pm

INTRODUCTIONS

Heather thanked Sandra Sabbatini Lovelady for her service and dedication to the Board.
Sandra resigned effective 9/16/19.
Board members introduction and review of meeting procedure occurred.

MINUTES

MOTION - to approve minutes from 8/21/19 Regular Meeting - John Tanner - 2nd - Jessica - no discussion, VOTE: 6/0/1

YEA: H. Huentelman, J. Curtin, C. Hopkins, J. Jarrett, J. Elling, J. Tanner

ABSTAIN: G. Schneider

PUBLIC COMMENT

Clayton shared thoughts regarding his perspective on how DMS is working to meld together being a Waldorf inspired charter school within the framework receiving state funding and the requirements that come with that. How can we move through this transition in a more collaborative, more productive way?

Heather reviewed draft public comment protocol. Document attached. Board members gave feedback on draft document. It is important that community members address their concerns through the proper channels prior to reaching out to the Board.

Edits were made to the draft in #4, #6, #8.

Gregory commented we have experienced and qualified staff and faculty that can answer the questions that are presented by the community.

Draft created on 9/6/19, reviewed and edited on 9/18/19.

We will review this document each year.

Barb Cunningham shared her thoughts regarding the past and present state of DMS staff, faculty, the Board and the curriculum and her vision for the future.

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Shelley Rothgeb shared her concerns regarding what it's like to be a parent at DMS, the lack of information she receives and how it impacts her and her family. She expressed her concerns with the Town Hall.

Nina Prange had a question around the workshop, its safety concerns that have been present for some time and asked why are they not resolved. She reviewed her call with the Charter Board in regards to the academic concerns.

Kellee Schlink shared a question regarding why Ms Bobi is able to teach classes as her research has shown that an individual isn't required to have a bachelor's degree to teach in AZ.

Peter Rennick read an open letter to the Board regarding being a Waldorf school. Concerns expressed at our current direction of leadership.. He shared a couple of suggestions. His letter was left with a Board member to share with the Board as he ran out of time.

Michelle Kratzer shared her wishes for a happy anniversary to DMS as it's the Waldorf 100 year anniversary.

Jessica requested for the next board meeting that we discuss the DSP- Demonstration of Sufficient Progress, that was submitted to the State, as well as, the qualifications of our teachers and what is required for our teachers to hold a class.

BUDGET AND FINANCE

Priscilla from Aspire reviewed what has been done since they've been working with DMS. She apologized for the reports being late.

She reviewed the type of reports that are being provided, coming from Quickbooks. DMS staff is working with Aspire to provide the data necessary for reporting. Data entry is behind at this time, Aspire and Clayton are working to improve the timeline of reporting to the Board.

It continues to be difficult for Aspire to provide comparison to last year's actuals due to different coding practices this year.

Fiscal July and August Profit & Loss, Budget Vs Actual through Sept 18th 2019 and Balance Sheet statements were reviewed.

FY YTD Aug '19 Total Actual Income \$524,985.

FY YTD Aug '19 Total Actual Expenses \$505,953.

Net Income thru Aug '19 -\$2,849. Total Liabilities and Equity \$2,779,611.

Heather pointed out several areas in Expenses that need to be looked into further - Employee Benefits / Repairs and Maintenance 6300 & 6320.

Credit card reconciliation - what controls are in place? A sign out/in document is being utilized. Shannon and Christie maintain control of credit card use and gathering receipts.

Mr Martin's credit card balance will be transferred to another account.

The bank is connected to Quickbooks for immediate documentation on a daily basis.

Heather thanked Priscilla for the reports provided today.

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She requested the Board receive the reports with enough time prior to the Board meeting to allow review and questions.

Financials, finance management and approval of invoices

Review of the recent work done by ALM Services. This was the 1st remediation work done on the Farmhouse in several years.

MOTION - to approve ALM Services LLC invoice for \$13,850 - Jessica, 2nd- Clayton, no discussion, VOTE: 7/0/0

YEA: H. Huentelman, J. Curtin, C.Hopkins, G. Schneider, J. Jarrett, J. Elling, J. Tanner

Bob Auman is a retired CPA from Ernst and Young. He comes to DMS from Experience Matters, a non-profit organization, will be working with DMS staff for a couple of months to help implement best practices that will improve productivity with the new accounting system. \$4000 total cost.

Experience Matters - Clayton works for this organization and will not/does not receive any compensation by Mr. Auman working at DMS

Jessica, Priscilla and Shannon have worked together to create a system to track all donations into DMS. This document will be shared with Clayton and Bob. Tracking has occurred for approximately one month.

Gregory expressed his interest in receiving this data to implement a recognition program.

Gregory will meet with Bob once this system is fully operational to work on any needed fine tuning or improvements.

Refinancing - walk through occurred, it was asked of general projects forthcoming. Appraisal should be coming soon. Funding should be received before the end of the year.

Fundraising efforts, status and planning – none to report at this time.

REPORTS

Acting Executive Director report was distributed in advance for review. Discussion occurred.

Topics covered -

Current Significant Issues / Matters of Governance of for Approval / Strategic Plan Updates / Key Performance Indicators / Major Key Performance Indicators / Risk and Compliance / Specific Operational Reporting

Wifi improvements are being worked on and are projected to be complete over Fall Break.

Garden - is there a projected timeline to provide the community with more info?

Christie feels that the Town Hall Q&A provided comprehensive answers.

Bobi and Hector are working together on improvements.

Christie expects within 2 weeks she'll have more info to share.

Workshop - Christie has worked with Steve on a projected plan. She is looking for the Board to give input in next steps. This is work for the Site Committee first to review and make recommendations and then present with the Board. John Tanner is the Board rep of the Site Committee working group and will work to complete the members of the working group.

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Gregory Schneider has volunteered to also be a part of the Site Committee

Clayton reviewed that the goal of the members of the LDC – Leadership Development Council - are working to marry the two worlds of Waldorf and State Standards. The curriculum, as it stands, does not meet State requirements. In 2015 we wrote and submitted DSP - Demonstration of Sufficient Progress - to the State as we did not meet the standards in the 2013/2014 school year. LDC and Administration continue to work on this.

Gregory asked for Christie to share how we are marrying the two worlds. Christie gave an overview of how the LDC and entire faculty and administration are committed to the Waldorf curriculum and are working to align with the State standards.

Town Hall Q&A is posted on the DMS website.

Enrollment

Tours continue to occur.

Reviewed enrollment numbers.

Target/budget enrollment was 291.5 and current enrollment is 296. The high school has higher than projected enrollment. Four grades (1st, 2nd, 3rd and 5th) classes have increased their class size to help get to our budget number of students.

High School Transition Plan

LDC and the HS are working on the restructuring now.

Administration Reports

distributed in advance for review.

Parent Council Report

Square Dance/Clothing Drive is this Friday with a Fired Pie fundraiser first. 7th grade will also be selling lemonade as a fundraiser.

Humble Hive is this Saturday morning.

These typically occur the 3rd Saturday of each month.

Tuesday October 1st after drop off is the next Parent Council meeting.

Heather is looking for Board rep attendance at Parent Council meetings, she will send out an email to the Board looking for volunteers at each meeting.

Clayton will attend the October meeting.

Service Mark Update - no update

BOARD PLANNING, POLICIES AND DISCUSSIONS

Transition Planning Timeline - Clayton submitted document in advance for review. Further reviewed and discussed at meeting.

ACTION ITEM - To finalize the goals for this current school year.

Do we need to bring back a Board working group to address this?

What is the role for the Board at this time?

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Expressed that we are still in a crisis management mode and need to work to get back to governance and oversight. We need to be careful to not overtax the LDC and Administration. Suggested to have an LDC / Board gathering.

Expressed to have a 3-5 year plan for the infrastructure, facilities and maintenance, grant writing, service projects to the community.

We need a healing of the entire community and to be cognizant of who and how we are communicating as we are all here for the same goal.

Clayton has sent the goals determined in June to the Board for review.

Review of reporting structure for board members

Heather clarified that she does not hold the responsibility of having any faculty member who is also a board member report to her. Christie Kriegsfeld is the direct report for all faculty and staff.

Discussion regarding procedures for concerns received by the Board

Heather is open to handing over the responsibility of responding to email communications from the community. Discussion occurred.

Suggested to say "Thank You very much" only, unless it's an appeal.

Suggested that a Board member give feedback in conjunction with Heather.

Plan going forward is for Board members to give feedback to Heather within 24 hours of receipt of a community member email, then Heather will respond.

VSWEA Board Membership Procedures Review

Review of Board Experience and Skills document occurred.

Review and discussion of proposed VSWEA Board Membership Procedures document.

Edits were made.

Discussion around how do we define what board business is?

"All Board" email communications may be subject to public records request.

Procedures will be posted on website Board page.

ANNOUNCEMENTS

Next Regular Board Meeting 10/16/19 English Room - DMS High School 6:30pm

MOTION to adjourn meeting - Clayton, 2nd - Gregory, no discussion, VOTE: 7/0/0

YEA: H. Huentelman, J. Curtin, C.Hopkins, G. Schneider, J. Jarrett, J. Elling, J. Tanner

CLOSING VERSE

Meeting was adjourned at 9:45pm.

Prepared by Juli Curtin 9/18/19

Edited by Juli Curtin and Jessica Jarrett 9/22/19

Edited by Gregory Schneider 9/23/19

Edited by Heather Huentelman 9/23/19

Edited by Juli Curtin 9/29/19