

Approved 11/20/19 JC

MINUTES  
VSWEA BOARD OF DIRECTORS MEETING  
WEDNESDAY OCTOBER 16TH, 2019  
EURYTHMY ROOM, DESERT MARIGOLD SCHOOL  
6210 S 28th Street, Phoenix, Arizona

MEMBERS PRESENT:

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

MEMBER ABSENT

John Elling

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

GUESTS

Christie Kriegsfeld - Acting Executive Director  
Matthew Walker Adeline Carrera Jill Thomas Rob Hart Bobi Harshfield Colleen Pope  
Barb Cunningham Harper Rose Harris Kim Baker Julie Haines April Sauer  
Michelle Kratzer

Jessica began minutes until Juli arrived.

OPENING VERSE

Meeting was called to order at 6:37pm

INTRODUCTIONS

Board Members introduced themselves and review of meeting procedure occurred.

MINUTES

MOTION - to approve minutes from 9/18/19 Regular Board meeting – Jessica, 2<sup>nd</sup> – Clayton, no discussion, VOTE: 5/0/0

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

BOARD PROCEDURES

Review of procedure for Public Comment.

Address comments from September meeting –

Clayton discussed the DSP.

Jessica discussed State Standards and teacher requirements.

Christie discussed the woodshop, inspections and improvements done and still needed. Need to decide if we improve or replace the space. Electricity, roof, a/c, vent = \$10-\$15K. This doesn't include a structural engineer.

PUBLIC COMMENT

Juli arrived at 6:48pm

Adeline Carrera made comments regarding the current job postings on Waldorf World.

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Barb Cunningham made comments regarding the job posting for Executive Director and the community survey that was discussed going out.

## REPORTS

Executive Director report was distributed in advance for review.

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

Wifi needs to be added in the pottery barn. This is scheduled to occur in the next month. HS modifications occurred over fall break. Flooring and paint still remain, to be done during winter break.

HS administration has reorganized to assume duties vacated by the departure of Michael Martin. Crystal Lee has assumed the bulk of admin responsibilities and has been given title of HS Operations Manager. Job description has been modified and a pay increase occurred. Christie Martin will be handling the HS tours.

Question regarding quantity of job postings - Christie and HS realm chairs decided to list job postings. All teachers are aware of the postings. Multiple postings in the high school to decrease contact hours on current staff to allow them time to serve the school in other areas and ways per their requests. Eurythmy- will need to see response, may lead to a part-time position to assist Ms. Schmid since the schedule no longer allows for her to take 1/2 a class at a time.

Concern expressed regarding missing the deadline to submit HS AZ Merit data which will impact our scores. An appeal is being made towards this. An awareness of the annual deadline is imperative to avoid this in the future.

Great to hear the wonderful work of the Sunshine Project! It would be great to share some of the positive expressions through this event to the community. Possibly share on Parent Square.

Speech and Debate teacher is receiving positive feedback.

**High school transition plan** - covered in Exec Director report.

Need to maintain clarity that operationally the admin plan could sustain us through this year, but we need to be cognizant of the future growth plan for the HS. HS brochure will be updated.

Are we targeting schools for 9th grade enrollment? Christie expressed a need in this area. The staff is lean and they are not well versed in where to go.

**Administration Reports** - Student Support Services report submitted in advance.

**Enrollment and Student Support Services** - brief review of enrollment. Documents submitted in advance for review.

**Parent Council Report** -

Humble Hive and Community work day is this Saturday.

Animal care training also occurring. Winter Faire meeting last evening. Need breakdown lead

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Great Parent Square feedback. Teachers using it too.  
Lunchkins - Rec'd donations from Sprouts, very helpful to make things move faster. Mondays  
Pizza day most popular. Avg 30/day.

November meeting 5th @ 6:30pm - Board member to volunteer to attend? Juli is volunteering to attend.

**Service Mark Update** - most recent communication was sent to Board. Clayton to find out specifically what the outstanding criteria is to meet full membership.  
Rainbow Rosenbloom has offered his services, with a request for assistance with travel and lodging, his time would be donated.

A tour and visit would need to occur by the Alliance as part of the full membership granting process.

BUDGET AND FINANCE -

**Financials, finance mgmt, and approval of invoices -**

Fiscal Sept 2019 financials are not available, partially due to the early timing of this meeting. Feedback from Bob was reviewed. His report should be received by the end of the week.

A priority for DMS for someone to manage the day to day finance processes and oversight. Get the current staff more cohesive and focused on a daily work flow utilizing a tool that Clayton has used in the past with success.

Concerns that our finances, specifically cash flow management, need additional strategies and possibly personnel put into place.

Appreciation was expressed for the work that Christie and the admin team have done. Clayton will be meeting with appropriate staff on Friday to review and discuss changes.

Are we getting tour interest? Deana still conducts tours. Christie isn't sure of Deana's frequency of scheduling tours.

With the limited HS admin staff what is the plan to market the current 8th grade class to DMHS?  
Christie to check in with HS staff

MOTION - to approve invoice for \$10,000 to Michael D'Aleo for teaching and teacher development services - Heather, 2nd - Clayton, discussion occurred. VOTE: 5/1/0  
YEA: H. Huentelman, G. Schneider, C. Hopkins, J. Jarrett, J. Curtin  
NO: J. Tanner

**Refinancing** - walk through with Midfirst has occurred, process is back at underwriting. Plan was to refinance \$2,000,000.

Interest rate will go down, debt service will reduce.

Discussion occurred if \$2,000,000 is enough. Clayton wants this to be discussed further at the next Board meeting if not sooner.

Clayton will send to the Board a debt service comparison with more details as to the expenditures of the monies.

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Question regarding what is the plan for the refi monies?  
Need to develop a plan for expenditures? Discussed determining a plan.  
Consider an endowment for capital improvements.

Jessica Jarrett volunteered to get a rough draft of a plan together for the November meeting.

**Fundraising efforts, status and planning -**

Still waiting for Bob to complete his work for Gregory to move forward on donation recognition and fundraising needs.

**Cash flow mgmt** - Clayton covered this above.

**BOARD PLANNING, POLICIES AND DISCUSSIONS**

Board elections, scheduling and general discussion - Elections will occur at Nov 20th meeting. Heather reviewed the new criteria for board application and how the requirement to attend 2 Regular meetings was approved at the September meeting and didn't allow time to attend 2 by the October 1<sup>st</sup> deadline.

Suggestion to make an exception in this instance (November 2019) only for prospective applicants that will have attended 2 meetings by the scheduled November 6<sup>th</sup> interview meeting.

MOTION - to interview all 4 applicants this November and waive the October 1st deadline of 2 required meetings - Heather, 2nd - Gregory, discussion occurred, VOTE: 4/2/0

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

NO: J. Tanner, J. Jarrett

**Heather, Jessica, Juli and John Tanner are available to meet with prospective board members. Doodle poll to go out to determine dates and times of meetings.**

**Transition Planning including goals and next steps -**

What is our current plan?

Site Committee plan for membership?

Goal is to have 7 members determined prior to winter break, maximum 9 members. Would like a member with experience in Construction, Architecture and overall DMS grounds.

Gregory Schneider and Steve Pawlo are current members along with John Tanner who is leading the Site Committee.

John Tanner and Gregory Schneider will meet to discuss a possible application and recruitment process.

Suggestion by Clayton for November to be a re-set month - set priorities and goals for the rest of the year. IE. Plan to grow the HS enrollment.

**ANNOUNCEMENTS**

Special Board - Interviews - meeting - 11/6/19 @ 6:30pm

Next Regular Board meeting - 11/20/19 - English Room, DMS @ 6:30pm

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MOTION - to adjourn meeting - Clayton - 2nd - Jessica, no discussion, VOTE: 6/0/0  
YEA: H. Huentelman, G. Schneider, C. Hopkins, J. Curtin, J. Tanner, J. Jarrett

**CLOSING VERSE**

Meeting was adjourned at 8:45pm

Prepared by Jessica Jarrett and Juli Curtin 10/16/19

Edits by Christie Kriegsfeld, Heather Huentelman, Juli Curtin.