



**January 2020 Board Meeting Minutes**  
**Wednesday, January 15, 2020**  
**6:30 p.m.**

**Board Members Present:** Chris Potter, Jen Shivery, Kyle Grimes, Ernie Schaefer, Maria Dickson, Barbara Frieberg, Deborah Duke, Michelle Wann (Administrator Seat)

**Board Members Absent:** Nina Radonovic

**Community Members Present:** Ken Denisco, Melissa McIntyre, Alene Reich, Liz Holcraft

**Meeting Called to Order:** 6:37pm

**Opening Verse**

**Timekeeper / Process Coach:** Chris Potter

**December 2019 Minutes approved**

**Agenda Approved**

**AWSNA Accreditation Update:**

- Maria and Jen gave the update
- Current work is on section two (governance) of the PAIS accreditation process. Dual accreditation, PAIS takes the lead and AWSNA comes in behind it.
- Melissa, Maria and Jen have met to go through the PAIS accreditation form.
- The main work is on gathering materials
- Melissa working to find due date for the form.
- The two items that are most pressing and involve time and effort:
  - Strategic plan
  - Bylaws
- February 1<sup>st</sup> is the board retreat where the strategic plan will be addressed
- Discussion about what the focus of the retreat will be
- Melissa discussed the concept of renewing the old strategic plan and keeping the full community engaged and involved and the importance of transparency in the process.
- Melissa: it's exciting to have a strategic plan to outline where the school is going.
- In service on Monday focused on the pedagogical part of the PAIS form.

**Retreat Date & Agenda Discussion:**

- February 1<sup>st</sup> at WGAL from 9am-4pm
- LC to join for the morning

- Agenda to be drafted via email

### **Board Membership Development**

- Ernie announced that he won't be on the board much longer, and suggests more people should be on the board.
- Kyle suggested finding someone with legal expertise
- Liz Holcraft suggested a job description of sorts; and to go into the broader community.
- Alene suggested that if the board was large enough; perhaps an intermittent attendance for certain expertise.
- Kyle to discuss potential candidates with legal expertise with Ron Pollock
- Ernie offered to continue offering any counsel needed to the board after his departure.
- Ernie suggested new members have a mentor or a more detailed on-boarding
- Alene suggested possibility of inviting prospective board members to the upcoming retreat

### **Administrative & Leadership Council Reports – Michelle Wann**

Admin:

- Admin team continues to meet each Tuesday morning, at 8:30 am. Thank you to Chris and Maria for attending and supporting the team!
- Set up days to meet with Phil Goropoulos to prepare sections of PAIS accreditation
- Two new hires – Communications and Development
  - Diane set up with Alex Borders as mentor, from Philly Waldorf School (Dir of Advancement and Enrollment- has led their development efforts for years)
  - Meeting with Ernie to learn more about EITC and development work to date
  - Admin is working on finalizing those job descriptions for clarity and direction.
  - Securing laptops and organizing workspace, setting up database access and setting strategy.
- Continue to seek Spanish teacher, communicating with a couple of candidates now to schedule class observations and small group interviews.
- Erin doing a lot of work in support of DHS, collecting all extended care forms and ensuring student files are complete.
- Snow committee up and running!
- Completing our monthly fire drills, including one for our Sunset program today!

LC

- LC continues to meet on Thursdays after school, and on Monday afternoon during school day for ½ hour.
- 7<sup>th</sup> grade class teacher- Mr Daniel Helms- begins on Tuesday, Jan 21. Meet & Greet with 7<sup>th</sup> grade parents 1/15.
- Working through the Intentions process- all faculty and staff asked to provide their intentions for next school year, due this week.
- Met with the Auction Committee to hear plans for spring auction. Date set for May 3 at Moonstone Manor.

- Met with PDC for updates on observations, mentoring and more.
- Met with the Business Manager to ensure we are communicating necessary info back to her.
- Set up an “open meeting time” for 1<sup>st</sup> Thursday of each month.
- Added a second day of Mandarin for 1<sup>st</sup> grade.
- Continue to work on our Substitutes list and process. Working to provide more form around onboarding new subs (paperwork, orientation, etc).
- Ongoing conversations about any class, student or teacher concerns or needs.
- Approved two new lunch fundraisers! Fried rice and lasagna
  
- Discussing employee contracts and what additional info should be included
- Meeting on Saturday Jan 18<sup>th</sup> to complete the review and updates for Employee Handbook.
- All faculty participating in an AWSNA in-service day Monday, Jan 20.
- Looking forward to participating in the Board retreat
- Kyle asked about the intentions process and if the faculty have discussed the appropriate protocol around holding and then eventually disseminating the information. Barbara to follow up with the staff.
- Discussion about school lunches and which classes are taking which meals for the 2<sup>nd</sup> semester.
- Liz Holcraft suggests meeting for full school to discuss fundraising brainstorming.

## **Admissions and Marketing Report – Michelle Wann**

### Enrollment updates:

96 Grades

42 Kinder with one coming end January (for 43) \*several other families added days/ afternoons in Jan.

4 Stepping Stone

13 Parent Child families

### Marketing / Outreach

- Coordinating Jan Open House
  - Parenting workshop (Simplicity Parenting) in conjunction with OH
  - Pretzel making in Early Childhood (calling it an ‘early childhood experience:’)
  - Marketing on WXPn, CPP online and free online calendars.
- CHI wellness counselors meeting with our Early Childhood dept next week to create a 2-3 part parent education lecture series for our community. Based on Kim John Payne’s work.
- Elizabethtown PreSchool Fair January 25. SWS will be represented.
- Receiving several inquiries for Admissions process for Kindergarten for the fall.
  - 13 possible first grader ready students
- Reviewing possible new enrollment and possible attrition with Business Manager for development of pro forma budget.
- Finalizing re-enrollment process:

Dates: 2/14 Letter      2/28 Forms due      3/20 Contracts out      4/6 Contracts due

Business Manager working on electronic contracts.

Will continue with electronic/ online re-enrollment and no re-enroll fee.

Financial Aid apps will require 2018 tax return with condition of turning in 2019 upon completion.

- Communications Coordinator began 1/6, working M- F 8:30 am- Noon
  - Goals: Social media marketing, Heartbeat, website maintenance and updates, printed materials and newspaper articles, etc.
- Development Coord began 1/14, working Tues & Wed full day.
  - Goals: Alumni relations, grant requests, EITC
    - Both looking forward to attending board meetings to provide updates on their work.
- Looking at outreach events in Lancaster and York for spring 2020: Open Streets Lancaster, VegFest, Art Walk.

### **Facilities Report – Deborah Duke**

- Alene talked with the state and the building is eligible for the Keystone grant process. Possible March grant submission – for fall of 2020.

### **Faculty Report – Nina Radanovic**

Grades

#### Class 3-Michele Calabretta

Moses has lead his people out of Egypt and brought them to the Promised Land - it was not done without many challenges, moments of doubt, and utter despair, but those with the greatest will to do what was most needed and expected of them, have found their way! Moses was able to take his final rest and now, the children (I mean the Isrealites) must truly learn to hear their inner voice (of God) and follow their own path of "what's right" - socially, this is a momentous period of growth and can often mirror the struggles found in the Hebrew Stories. To give more structure and stability during such uncertain but necessary growth, third grade is learning to measure (linear, time, weight, and soon - volume!) This not only gives us practical skills for living upon the earth, but also offers many opportunities to bolster our math skills and learn some new relationships to numbers (converting inches to feet and feet to inches, seconds to minutes; minutes to hours; hours to days; and so on...) What's the best tool for a given job? What unit of measure are we considering? Very soon we will put many of our newly acquired measuring skills to use and build a "shelter of choice" as we begin our Shelters Block! This is a true first, and one of many, for our young Waldorf Students, as they put together the best of their creative, artistic, mathematics, and literary skills in developing and presenting their first project! When this debuts, you are all invited to see (date to be determined!) Also, third grade is now developing and writing their own main lesson stories - they completed their first one this week and it was amazing to witness the breadth of difference within each budding writer's rendition of the story we all retold. I am encouraged by their enthusiasm and see so much potential - it has been a joy heading down this new road with them. Farmer Cindi visits us regularly to keep farming alive during this often "sleepy time" on the farm - we are learning about composting, preparing for chicks that will arrive in the spring, and of course, having lots of fun as a farmer should during a quieter time (for a farmer!)

### Class 6-Sal Martino

6th and 7th grade have been learning the geography of the Western Hemisphere. They are also learning a bit about the economics and history of the regions. They are doing good work.

### 7th & 8<sup>th</sup> Grade-Leilani Richardson and Lisa Sweeney

Eighth Grades is studying the 1800's. Their collage messages are on the bulletin board.

Seventh Grade will begin with Mr. Helms on Tuesday - I will transition over the following weeks.

### Subjects

#### Latin-Lisa Sweeney

6th grade Latin presented an excerpt from Virgil's Aeneid in both Latin and English wearing togas and ivy wreaths for the Holiday Assembly. All grades celebrated "Saturnalia" (Winter Solstice) with the creation of "Sigillaria" (small clay dolls for gift-giving). In 5th grade Latin we're drawing the "Miles Romanus" (Roman Soldier) and learning the Latin names for the soldier's equipment. Grades 6, 7 & 8 are focusing on Latin grammar and translation.

#### Mandarin-Hui-Ling Singer

Class 1 has been learning a song about balloons. In this song, they learned their first two colors in Mandarin, red and blue. They also learned the actions word "to blow" and "to fly". We are having fun blowing the balloons.

Class 2 has been practicing playing Tuo Luo, the Chinese top. They are getting really good at it. It was such a joy to see their faces light up when they made the Tuo Luo spun.

Class 3 has been learning new Chinese characters.

Class 4 has been reviewing some of the Chinese characters they learned in the past and this time the focus is to write them in the correct stroke order.

Class 5 and 6 have been working on a play related to Chinese New Year.

Class 7 and 8 have been working on a play about the legendary ancient Chinese heroine Hua Mulan.

This year Chinese New Year is Sat. 1/25. Starting next week, we will all be celebrating Chinese New Year. A variety of activities will be shared among grades, such as making dumplings, Lion Dances, storytelling about the new year and so on. I'm really excited and so are the children. I can feel it in the air. A trip to Chinatown with Class 8 on Sun, 1/26 is in the planning process. Class 8 will also start a new project next

week. It is the Chinese shadow puppet theater. The story is about the 12 Chinese Zodiac Animals which is one of the New Year's stories that I love to share with my students during the Chinese New Year celebration.

#### **Finance Report – Maria Dickson**

- Maria reviewed the Q2 financial P&L

#### **Fundraising – Maria Dickson**

- Liz updated on the auction. Cindy Hughes likely to provide childcare. Donors are coming in. Live music has been selected thanks to Allen Anderson. Shifting from program advertising to sponsorship packages (bar, desserts, teacher tickets). Garden theme that will carry through the donation theme. Sunday, May 3<sup>rd</sup> from 1-5pm.
- All school meeting agenda item to include fundraising topic
- Annual giving budgeted at 35k; Extragive was about 30k. Annual giving push to try and close the gap over the second semester.

#### **Development – Kyle Grimes**

- Kyle asks for a meeting with new development coordinator Diane
- Diane to organize next development committee meeting

#### **Open Forum**

- Alene talked about the book she's reading "Freeing the Human Spirit"
- Melissa asked where the administrator job search stood. Maria commented that the job description is nearly complete and will be sent to LC.
- Conversation around the concept of paid pedagogical chair

Meeting Adjourned at 8:25pm