

**Rudolf Steiner School of Ann Arbor – Minutes of the Board of Trustees
Wednesday, September 5, 2018**

Present: Gary Banks, Knut Hill, Daryl Honor, Bob Rajewski, Don Remboski, Heather Rindels, Tim Standke (via phone), Paul Trombley

Excused: Dilip Das, Jim McCauley, Mike McFall

Others Present: Katrina Klaphake, Sian Owen-Cruise, Carolyn Raschke

Don Remboski called the Board of Trustees meeting to order at 5:52pm.

Sad Announcement

- A former member of our community, Todd Spitler, died suddenly. Open houses are scheduled for Friday and Saturday from 3-6pm at 12654 Golden Oaks Drive in Milford 48380. Sons Jake and Ben Spitler were students at our school.

Agenda Review and Approval of Minutes and Introduction of Paul Trombley

- The agenda as distributed was reviewed.
- A motion to approve the minutes (with one correction) from the June 6, 2018 meeting was made by Daryl Honor with support from Heather Rindels. There were no dissensions and the motion was approved.
- Paul Trombley was introduced as the College Chair and a new member of the Board of Trustees.

Development Update – 2018-19 Annual Fund Kick-Off

- Katrina Klaphake and the Development team, guided by the Strategic Plan, have begun this new school year's Annual Fund drive. They will also be analyzing the ICL program and donor recognition is in process with a donor wall planned for the new commons area. Katrina has joined the Planned Giving Roundtable in Midwestern Michigan. A guest will be invited to a future Board meeting to speak about bequests and estate planning and giving.
- The Development Committee planning meeting is scheduled for October 5, 2018.
- The 2018-19 Annual Fund schedule/timeline was distributed. No Day of Giving this year but there will be a week-long event targeted at alumni giving.

- Historical data was provided since 2016-17 that shows an annual increase of 20% (which will not continue due to lower enrollment which impacts our parent giving). The Development Department is reaching out to the alumni community to encourage them to become sustained givers.
- The 2018-19 Annual Fund goal is \$165,000!
- Katrina noted that a key to alumni giving is honoring faculty who are retiring or moving into other roles in the school.
- The Board Annual Fund goal is \$15,000 – and this is a stretch goal and will most likely be an increase from past giving for many Trustees. Katrina provided a gentle reminder of your past giving along with a pledge form.
- Don Remboski commented that overall Development results are healthy and asked about the biggest success factors other than careful planning.
 - Katrina stated that we have spread our message and the mission. Activating reps in the classes who talk and are open about how they support the school.
 - More committed resources in Development including a database management person.
 - Warm donor visits and access to the program on a daily basis. More accepted in the school's culture as a whole.
 - Successful matching programs over the last 3 years.
- Focus groups were used in the past to ask the community how they want Annual Fund donations to be used. The process was very well received by community and successful because we listened and applied the responses.

Waldorf Study – AWSNA Shared Principles (#5)

- The conscious development of human relationships fosters individual and community health.
 - Enduring human relationships between students and their teachers and amount the children themselves are at the heart of Waldorf Education. The teacher's task is to work with the developing individuality of each student and with each class as a whole within the context of the entire school. These relationships gain in depth and stability when they are cultivated over multiple years.
 - Healthy human relationships with and among parents and colleagues are essential to the well-being of the school. Members of the community are invited to join in developing meaningful, collaborative, transparent forms for working together. Each individual's self-development is encouraged since it is key to the well-being of the whole.

- Paul Trombley commented on Early Childhood specifically and stated that healthy relationships are key to longevity and stability for the Grades. The EC faculty is discussing the issue of families who see our Early Childhood program as temporary.
- Daryl Honor commented on healthy relationships in the Grades including nurturing the students and healthy social interactions involving teacher/child, teacher/parents, and student/student. She noted the difficulties when parents want communication through sound bites and faculty members have limited time to respond. How can we foster more parent commitment – to form relationships with other parents and with the community as a whole? Sian Owen-Cruise noted that our current Strategic Plan addresses fostering community cohesiveness.
- It was noted that the Early Childhood faculty/Early Childhood parent connection is strong because the children are young.
- Gary Banks commented on High School students and noted that if a Grades class is comprised of students who like each other, they tend to stick together. Our Grade 12 has 32 students and has been close since elementary school. There is great diversity and they all seem to like each other.
- Gary Banks also commented that our High School faculty, as a group, is consciously working on student relationships. He explained that it is a different gesture than in Lower School since there is no focal point from a Class Teacher.
- Sian Owen-Cruise shared a new radio ad currently playing on station 107.1 FM.

Administrator's Report and 2018-19 Enrollment Update

- The Administrator's Report as distributed was reviewed.
- Budgeted enrollment is 309 with 313 enrolled:
 - High School at 108 today and will most likely be 108
 - Lower School will be low by 4 and will most likely be 146 students. A few families are in communication.
 - Early Childhood program will be 62 with 60 budgeted.
- Sian Owen-Cruise noted that the High School budgeted enrollment was intentionally low by a few students due to her dual role last year. She commented that Janine Huber was key in surpassing that number because she was the first contact for new High School families.
- Sian also noted the following issues around enrollment:
 - We are not successfully managing the flow of Early Childhood students into the Grades. We have a recent history of 15-18 students in Grade 1 which is not sustainable with our campuses and curriculum. We are a

large school structure but our enrollment does not sustain financially and healthy classroom sizes. We need to address the challenge of managing our flow from Early Childhood. Outgoing parent surveys indicate that it is not dissatisfaction with the program but a plan to move to public school for Kindergarten. The financial commitment is high.

- We have also found that families in our feeder programs are staying in the feeder programs and then moving to public schools because of the future costs.
- Sian informed the group that a task force will be established and will hold open communication sessions with families on this issue.
- She also noted that 15 students in Grade 1 is not sustainable. The community needs to be involved in growing enrollment.
- Regarding retention from Grade 1 to Grade 12, Sian informed the group that the recent Kim John Payne Three Streams sessions addressed families whose children struggle in some way and how we can create a structure so that students stay.
- We have a temporary Certificate of Occupancy for new building and the final is expected soon.
- The Kim John Payne session was the first of a 3 year commitment. He will return during the school year for a few visits. The Three Streams are: stream of special support, stream of social support and stream of behavioral support. This involves supporting individual person and the class. Daryl Honor noted that it is beautifully incremental – the class teacher can help, then the school can provide increasing intervention intensity.
- A parent event will be part of his returning visits this year.
- Sian Owen-Cruise informed the Board that we are now in Year 1 of a new Accreditation cycle and she will be ensuring that our documents are in order: bylaws will be reviewed, the strategic plan is all set, a review and update of mission will occur, scope and sequence will be reviewed, etc.
- The Mission will first be reviewed by College, along with the Scope and Sequence. Sian Owen-Cruise stated her interest in chairing the Accreditation Committee pending College approval. A motion to appoint Sian Owen-Cruise as our Accreditation Chair pending College approval was made by Daryl Honor with support from Bob Rajewski. There were no dissensions, the motion was approved.

2018-2023 Strategic Plan Next Steps

- Sian Owen-Cruise will bring a summarized update on plans, programs and accomplishments related to the Strategic Plan to every third meeting of the Trustees.

Formation of Personnel Committee

- We will establish a Personnel Committee to meet monthly and take up larger personnel practices of the school – not individual personnel issues which are carried by the Carrying Group and the College. The Committee will attend to benefit policies, leave policies, etc.
- Two College members have already agreed to participate: Gary Bank and Paul Trombley.
- We will also need two Board members. Please contact Sian Owen-Cruise or Don Remboski if you are interested.

A motion to adjourn the meeting was made by Bob Rajewski with support from Daryl Honor. There were no dissensions, the motion was approved and the meeting was adjourned at 7:00pm.

2018-19 Board Meetings:

October 3, November 7, December 5, January 9,
February 6, March 6, April 3, May 1 and June 5

State of the School

Thursday, November 1
12:00 – 1:00pm
and
6:00-7:00pm