

**Rudolf Steiner School of Ann Arbor – Minutes of the Board of Trustees
Wednesday, March 6, 2019**

Present: Gary Banks, Dilip Das (by phone), Knut Hill, Daryl Honor, Jim McCauley, Mike McFall, Heather Rindels, Paul Trombley

Excused: Don Remboski, Bob Rajewski, Tim Standke

Others Present: Sian Owen-Cruise, Carolyn Raschke, Lisa Zuber

Heather Rindels called the Board of Trustees meeting to order at 5:40pm.

Agenda Review and Consent Agenda Approval

- A motion to approve the January 9 meeting minutes (with a member attendance correction made) and current reports was made by Jim McCauley with support from Daryl Honor. There were no dissentions, Don Remboski's absentee vote was counted and the motion was approved.

Development Engagement

- Lisa Zuber shared an update on the 2018-19 Annual Fund:
 - Class Campaign ran from Jan 15 – Feb 15 and achieved 98% participation. 14 classes made 100% participation. Thank you to everyone for the efforts!
 - The stretch goal of \$165k is in sight. There is currently \$121k committed. The Alumni Day of Giving is March 20 with a goal of 125 alumni donating. If this goal is reached, it will be matched with \$10k. The total alumni goal remains \$25k, the same as last year.
 - With over \$70k in donations and commitments so far, we have raised well over our \$55k parent goal for the Annual Fund.
- The Development Department asked the Board to write thank you notes to the parent reps and a thank you video was made.
- Donor thank you event is scheduled for Thursday, April 18.

Board Member Nomination

- Heather Rindels formally nominated Elizabeth Head to the Board and provided a brief summary of Elizabeth's personal and professional background.
- Heather Rindels asked for discussion and thoughts from board members.

- A motion to appoint Elizabeth Head was made by Heather Rindels with support from Mike McFall. There were no dissensions, Don Remboski's absentee vote was counted and the motion was approved.
- Elizabeth was warmly welcomed to the Board.

Board Self-Evaluation Survey

- Carolyn Raschke reminded Trustees that the Board survey is an Accreditation requirement and that it will be open through March 15, 2019.

Personnel Committee Proposal

- Jim McCauley and Sian Owen-Cruise reminded the Board of the Personnel Committee proposal to eliminate the part-time employee health care subsidy.
- Paul Trombley reported that the College approved the recommendation from the Personnel Committee.
- Some background was provided:
 - Per the ACA, health insurance is required and is subsidized by the government. Any employee seeking the RSSAA health subsidy would have his/her government subsidy reduced. This is the main reason why the College approved the proposal.
 - Applies to approximately 13 RSSAA employees, offers \$100/month towards their health insurance and no one is using the benefit.
 - Finally, it is not funded in our budget and is a risk.
- The benefit will be removed effective July 1, 2019 - the beginning of the 2019-20 school year. We are unable to remove it now because employment contracts are tied to the current employee handbook.
- A motion to approve the proposal to remove the part-time health care subsidy was made by Gary Banks with support from Knut Hill. There were no dissensions, Don Remboski's absentee vote was counted and the motion was approved.

Tuition Assistance Proposal

- Dilip Das and Sian Owen-Cruise reviewed our current Tuition Assistance policy:
 - We offer PreK and first year Kindergarten up to \$1,500 per child
- We have found that this creates a problem with a specific group of families: those with a PreK or K student and a child or children in the Golden Eagles program or the Grades.
- Because we are working diligently to retain every student and grow enrollments, we need to recognize and support a family that has made a

commitment to the school beyond Early Childhood. EC parents who also have a child in Grades 1-12 are ambassadors to the school.

- Dilip Das confirmed that the Finance Committee has approved this proposal and that it is one piece of the larger tuition and enrollment discussion.
- The proposed revision to the Tuition Assistance Policy is as follows:
 - Offer a maximum of \$1,500 per child to families with children in PreK or first year Kindergarten. Offer up to 50% of full tuition to all children in a family with a child in Golden Eagles or the Grades
- A motion to approve the proposal to revise the Tuition Assistance Policy as stated above was made by Elizabeth Head with support from Gary Banks. There were no dissentions, Don Remboski's absentee vote was counted and the motion was approved.

New Business

- Carolyn Raschke informed the Board that new account manager paperwork is required by Raymond James for our two endowment managed accounts. The Corporate Resolution will name Sian Owen-Cruise, Dilip Das and Carolyn Raschke as Controllers. The Raymond James Corporate Resolution for Cash and Margin/Short Sale Accounts as approved is available from the Business Office upon request.
- A motion to adopt the Raymond James Corporate Resolution naming Sian Owen-Cruise, Dilip Das and Carolyn Raschke as Controllers was made by Dilip Das with support from Jim McCauley. There were no dissentions and the motion was approved.

Bylaws Changes

- Sian Owen-Cruise explained that the proposed changes to the Bylaws are a result of our upcoming Accreditation requirement of reviewing the Bylaws every 7 years. She confirmed that the typographical error has been corrected:
 - Resignation instructions are included
 - The Buildings & Grounds and Strategic/Long Range committees have been removed.
 - The previous bylaw that 50% of quorum could close the school has been increased to 2/3 of the whole board.
- Paul Trombley noted that the College has approved the changes. Sian Owen-Cruise noted that Trustees can rotate off the Board for a three-year term. The number of Trustees stated in the Bylaws is no less than 7 and no more than 15.

- Knut Hill recommended the newly proposed 2/3 percentage of Trustees needed to close the school also be used to amend the bylaws.
- Heather Rindels suggested that a more robust nominating committee is needed.
- A motion to amend the Bylaws with the proposal by Knut Hill to state that 2/3 of quorum could approve Bylaws changes was made by Daryl Honor with support from Jim McCauley. There were no dissensions and the motion was approved.

College/Board Meeting to Schedule

- Sian Owen-Cruise would like to schedule a combined College/Board meeting this Spring. She suggests 5pm on a Thursday, after the regularly scheduled College meeting.
- A date after spring break and before the end of May will be proposed and scheduled.
- Sian Owen-Cruise suggests that College/Board meetings be scheduled annually in November, May and August.

Enrollment Task Force

- Sian Owen-Cruise proposed a Board/Finance/College/Tuition Subcommittee non-voting working meeting on March 20 at 5:40pm to continue work on scholarships per below.
- She noted that the first big proposal through the Enrollment Task Force is a Scholarship proposal. If possible, ideas could be implemented for 2019-20.
- Sian Owen-Cruise presented the scholarship ideas per the proposal provided at the meeting. It was noted that these ideas could be implemented as enrollment and budget warranted, they do not change our tuition assistance process as they are scholarships.
 - Proposal A: Offer up to two 90% scholarships to new, incoming students in each of the following classes:
 - Golden Eagles, Grade 1, Grade 6 and Grade 9
 - 8 students potentially and budget neutral
 - New students only
 - Criteria is described in the proposal
 - Proposal B: Offer up to three 75% maximum scholarships to new students in each of the following classes:
 - Golden Eagles through Grade 11
 - 36 students potentially
 - New students only

- Sian noted that the industry-wide, the standard is to look at Catholic school tuition. In our area, it is approximately \$5,000 = 25% of our tuition.
- Will attract middle income families in our community
- Criteria is described in the proposal
- Proposal C: Offer up to \$50,000 in additional tuition assistance, called scholarships, for current returning school families who have FACTS demonstrated additional need up to 75% of tuition
 - To provide funds to cover 50-75% of tuition (over the standard 50% in tuition assistance)
 - Goal is budget neutral
 - Won't be able to meet full need but parents see that we are working towards meeting their need
 - The \$50k is for one year only 2019-20 but scholarships must be guaranteed for life of the student so this is an ongoing cost.
- The plan is that rising enrollment and student attrition will make up the difference.
- Sian noted that there will be parents who think this is unfair and so proactive communication and open discussion will happen. We are unable to offer 75% and 90% scholarships to current families because we can't put the school at more risk. Current families want the school to survive! Part of the discussion will be the importance of diversity – and economic diversity is important as well.
- The Board/Committee working meeting will be scheduled for March 20 so that the proposal can come back to the full Board for a vote at the April meeting. It is on the College agenda tomorrow, March 7.
- This proposal is a Board-level decision that the College has input on. Paul Trombley and Daryl Honor will bring feedback.
- The group stated that it is interested in implementing this proposal.
- Sian Owen-Cruise updated the group on these items also recommended by the Enrollment Taskforce:
 - Outreach plan and staffing
 - Strategic marketing plan
 - Scholarships and whole tuition model
 - Ways to tie tuition to economic indicators
 - Tuition Remission
 - Sibling discounts
 - Parent retention

New Business – there was no other new business

A motion to adjourn the meeting was made by Knut Hill with support from Daryl Honor. There were no dissensions, the motion was approved and the meeting was adjourned at 7:26pm.

2018-19 Board Meetings

Scholarship Working Meeting on March 20
Regular Board Meetings on April 3, May 1 and June 5