

Urban Prairie Waldorf School

Board Meeting Minutes

October 10, 2013

A meeting of the Board of Directors of Urban Prairie Waldorf School (the "UPWS") was held on October 10, 2013. Present in the meeting were Sharla Stewart ("SS"), President, Heather Berhalter ("HB"), Vice President, Jesus Ruiz Velasco ("JRV"), assistant secretary, Mary Cowen ("MC"), Board Development Chair, Brian Gleichauf ("BG"), Michael Levine ("ML"), Strategic Planning Chair, Peggy Lofgren ("PL"), Administrator, David McClellan ("DMc"), Finance Chair, Mat Riendeau ("MR"), Faculty Chair, Ted Shieh ("TS"), Ed Sindelar ("ES"), Facilities Chair, Jennifer Noe, Development volunteer and several members of the parent community.

SS, Board President, served as Chair of the meeting calling it to order at 7:51 pm.

Jennifer Noe briefly discussed the importance of the annual fund, the board's leadership role in the success of the annual fund, and advised the group of the mailing that is to be sent out to the community.

SS guided the discussion of the group and to the Agenda topics leading with the budget. PL distributed the 2013-14 ledger as well as the 2012-13 actuals and explained the main points with DMc's input. More detail to be provided at the UPWS meeting scheduled for October 17th.

In summary, the fiscal year was healthy despite the substantial expenditures incurred as a result of the transition. The following were the main points:

- DMc expressed that it is imperative to keep a "sharp eye" on spending and concentrate on fundraising...due to small margin for error as it related to the reserves;
- Key Metrics will be developed to determine health of school;
- Transparency is the main goal; important for the community to be able to read and interpret the line items in the financials. Efforts are underway to rename such items in a more intuitive/logical manner.

The budget was voted upon and passed with no objections. Next on the agenda were the mission and vision statements.

SS distributed the current drafts of the vision, mission and values statement and proceed to discuss the difference between mission and vision. There was some talk in

reference to the values of the organization and after rigorous discussion, the values were tabled and the Vision statement was voted upon and approved unanimously.

The focus then shifted to the current efforts focusing on the strategic planning. SS and ML explained that strategic planning is no longer just a Board issue; it will now be the work of all three of the school's governance realms (Faculty, Administration and Board). Teams are being formed to address and develop strategies in efforts to achieve the goals of UPWS. A list of top priorities and goals will be decided upon and then researched and developed by the different teams and sub-teams under the guidance of the strategic planning committee. The following being the top goals:

1. Academics and curriculum
 - Expanding to 8th grade;
 - High School readiness;
2. Further development of the Administration
3. Analysis and revision if necessary of the school's tuition and tuition assistance philosophy and strategy¹
4. Facilities – long term planning. Currently in a 5-year lease, where will UPWS be in 5 years? How do we get from where we are today to a permanent facility?

Important to note that to achieve any of these goals the faculty, administration, board and community must work together. This new approach of handling the strategic planning is "issues" based. Although these first 4 issues have been identified, this process is organic and other issues may develop.

DMc then moved to discuss the issue of tuition and tuition assistance. Guiding principles will be framed and SS stated that next month tuition shall be voted upon. Also tabled for next month's meeting is the strategic planning of the facilities of UPWS.

The meeting concluded with a unanimous vote approving the adoption of the new Allergy Policy. The meeting was adjourned at 10:00 PM.

¹ Led by Mat Riendeau's efforts with the creation of UPSMAC (Urban Prairie School Matriculation Assistance Committee)