

Urban Prairie Waldorf School

Board Meeting Minutes

September 12, 2013

A meeting of the Board of Directors of Urban Prairie Waldorf School (the "School") was held on September 12, 2013. Present in the meeting were Sharla Stewart, President, Heather Berhalter, Vice President, Mary Cowen, Board Development Chair, Brian Gleichauf, Michael Levine, Strategic Planning Chair, Peggy Lofgren, Treasurer/Administrator, Mat Riendeau, Faculty Chair, Elisa Mangual, Secretary, Ted Shieh, Ed Sindelar, Facilities Chair and Jesus Ruiz Velasco, Assistant to the Secretary. Also present were several members of the School staff and parent community members as well as Parent Council Chair, Donna Nishi.

Sharla Stewart, served as Chair of the meeting and called the meeting to order at 7:55 pm and led the group into the Agenda topics. The first agenda topic was the proposed changes of the allergy policy. Ted Shieh introduced the proposed changes, with the following being the main amendments:

- Replace school manager with administrator;
- Shift responsibility from teacher to administrator;
- Allow flexibility within plan to allow administrator to designate certain areas within the school as allergen-free;
- Enforcement issues;
 - Who to notify;
 - Functionality issues;
- New developments in the field of medicine as to "what happens...."
 - Reactions are no longer immediately apparent, the reaction can now occur hours later. (2 hour window is now out)
- Add detail to the allergy related form and require incoming students to provide form during enrollment process.

Mr. Levine strongly suggested drafting more specific language in regards to the responsibility of parents or wider community. A discussion of liability issues ensued.¹

Next, Elisa Mangual discussed the amendments to the bylaws. Mr. Levine suggested we have a separate section on "Administrator / Administration." With introductory text defining the position. The amendments were tabled and will be brought back for a final vote in October.

The revisions to the Board Handbook were then discussed and voted upon. The motion to adopt the Board Handbook as amended passed with no objections. Board members executed the Code of Conduct and Statement of Values.

¹ Jesus Ruiz Velasco subsequently forwarded proposed Allergy policy to counsel for review.

Finally, a vote was taken on the election of David McClellan to serve as Finance Chair. Upon being elected, Mr. McClellan and Ms. Lofgren briefly discussed the financials of the School. Stating that the full budget would be reviewed in October.

Ms. Lofgren explained that the administration is currently working on a model/guidelines in reference to costs of enrollment in response to a question presented by Ms. Nishi. Mr. McClellan stated that the goal is to have transparency of costs and tuition upon enrollment. The issue as to financial aid will also be looked upon. Mr. McClellan stated that at the October board meeting, the Finance Committee will present an overview of the issues it will be tackling over the next year.

Ms. Berhalter added that November is the goal to set tuition for the following year. It was added by Ms. Nishi that parents would like to see that the board is working on the budgets. There being no further business, the meeting was adjourned at 9:30 P.M.